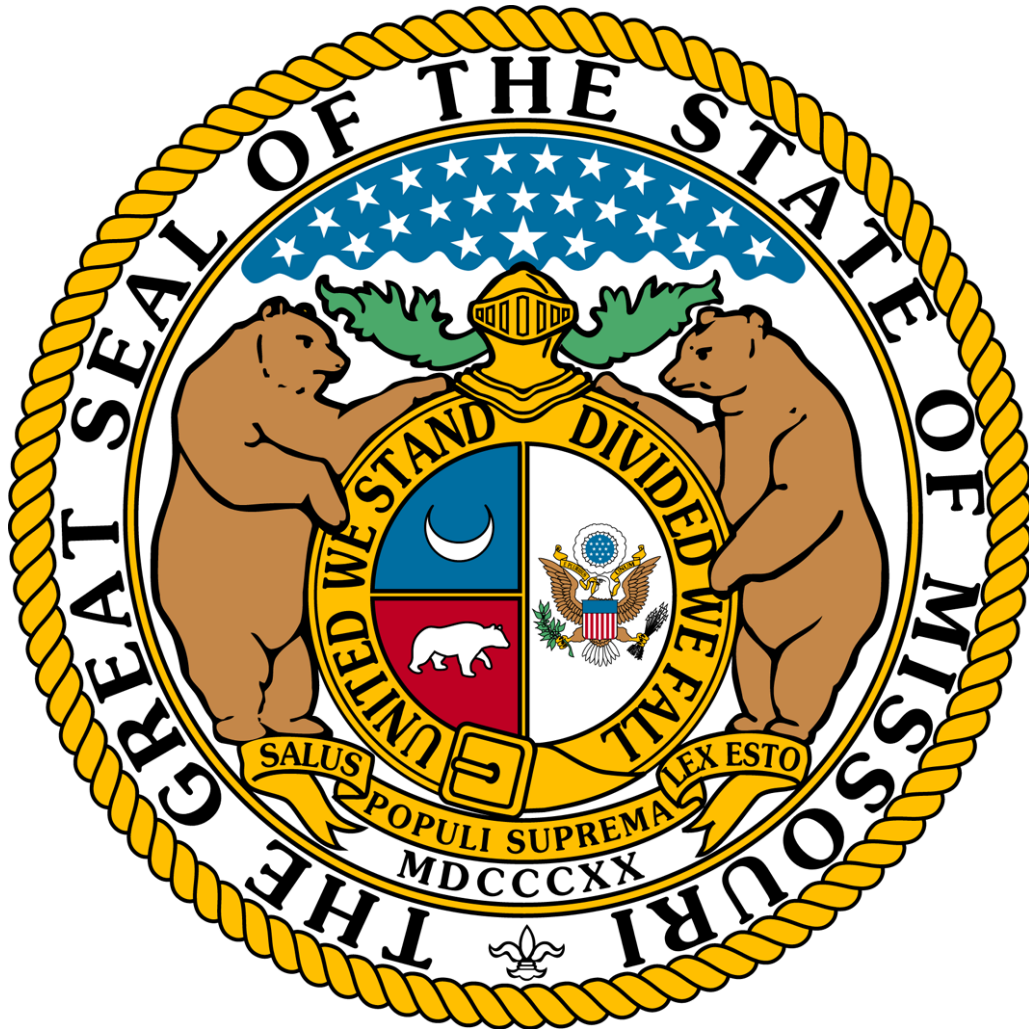


Missouri Uniform Crime Reporting Program



Instruction Manual

Revision #3
March 2004

REVISION 1, dated March 2002:

- Added MoUCR Trainer's contact information and areas of responsibility.
 - Clarified classifying & scoring a single crime incident and multi-crime incidents.
 - Eliminated "Suspicion" as a valid arrest code.
 - Discussed crime clearances and arrests when the 20 and 24-hour detention (hold) was used.
 - Clarified amending/adjusting previously submitted reports.
 - Deleted the Missouri Clandestine Laboratory Seizure Report and provided a copy of the EPIC Form 143 which replaced the Missouri report. The EPIC Form 143 is the report of record on drug lab seizures. The Director, Missouri Department of Public Safety, notified all Missouri law enforcement agencies of this change by letter dated September 17, 2001.
 - Changed the Law Enforcement Employee Annual Report language and the form itself.
 - Briefly discussed the 603 Report used by state law enforcement agencies and certain task forces.
-

REVISION 2, dated March 2003:

- Breakdown of the new, eight UCR Trainer Regions (Section 1.1)
 - Deletes Section 2.2
 - Moves definition of all 29 crimes under Section 4.1 through Section 4.3
 - Clarification on reporting multiple sex offenses in Section 4.4
 - Eliminates Section 13 and moves the contents to Section 7.
 - Adds comment on reporting clearances and arrests for crimes as reported by law enforcement, versus adjudication by other elements of the criminal justice system (Section 8.5).
 - Adds a guide for computing structure values for arson fires at Section 9.5.4
 - Makes a minor revision to the note on "VO" on the SHR Report (Appendix G).
 - Renumbers the reports in the Appendix.
-

IN THIS REVISION

REVISION 3, dated March 2004, includes:

- Adds comments on reporting theft of identifying information, versus fraud (Section 4.3).
- Adds comments on reporting of offenses against the family, versus assault (Section 4.3).
- Adds comments on clearances by arrest where the arrestee is under age 18 (Section 9.2).
- Adds comments on reporting of zero tolerance offenses and on protective custody (Section 5.0).
- Adds comments on reporting deadlines and granting of extensions (Section 7.0).
- Adds comments on exclusion of forcible sodomy from definition of forcible rape (Section 4.3).
- Clarifies classification of stolen All Terrain Vehicles despite their primary use (Section 4.3).
- Clarifies the definition of arrests for drunkenness (excludes protective custody), Section 4.3.
- Adds comments on reports to DPS regarding agency compliance (Section 7.0).
- Adds comments on Clearances by Arrest and Exceptional Means at Section 9.1.2.5
- Deletes comments on domestic violence incidents (Section 10.0)

Comments on, and suggestions for improving this manual are encouraged. Please contact the MoUCR Program Office via email, or by calling 573-526-6278 during normal duty hours. Detailed program contact information is provided in section 1.0 of this manual.

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1.0 Introduction:

There are two levels of uniform crime reporting, summary-based and incident-based. Missouri is currently a summary-based reporting state. That is, we are “counting” those crimes and crime clearances that meet the national, summary-based standards established by the International Association of the Chiefs of Police and National Sheriffs Association. Secondly, we are counting those offenses and incidents where Missouri requires certain additional levels of reporting.

This manual provides an overview of Missouri’s program and focuses on providing the basic information needed to complete and submit the Missouri Uniform Crime Report (MoUCR) forms.

In the summary system, law enforcement agencies report the number of crimes and attempts along with the number of crime clearances—both by arrest and by exceptional means.

Now that Missouri’s summary reporting system is established, we are moving towards incident-based reporting with the goal of being fully compliant with the new, National Incident-Based Reporting System (NIBRS) standards being adopted nationwide.

This Missouri Uniform Crime Report (MoUCR) Program Instruction Manual is based upon the FBI’s *Uniform Crime Reporting Handbook* (August, 1984 edition).

The MoUCR Program Office acknowledges the support received from the Missouri Police Chiefs Association, the Missouri Sheriffs’ Association, state law enforcement organizations and the FBI’s Criminal Justice Information Services staff in developing this statewide program.

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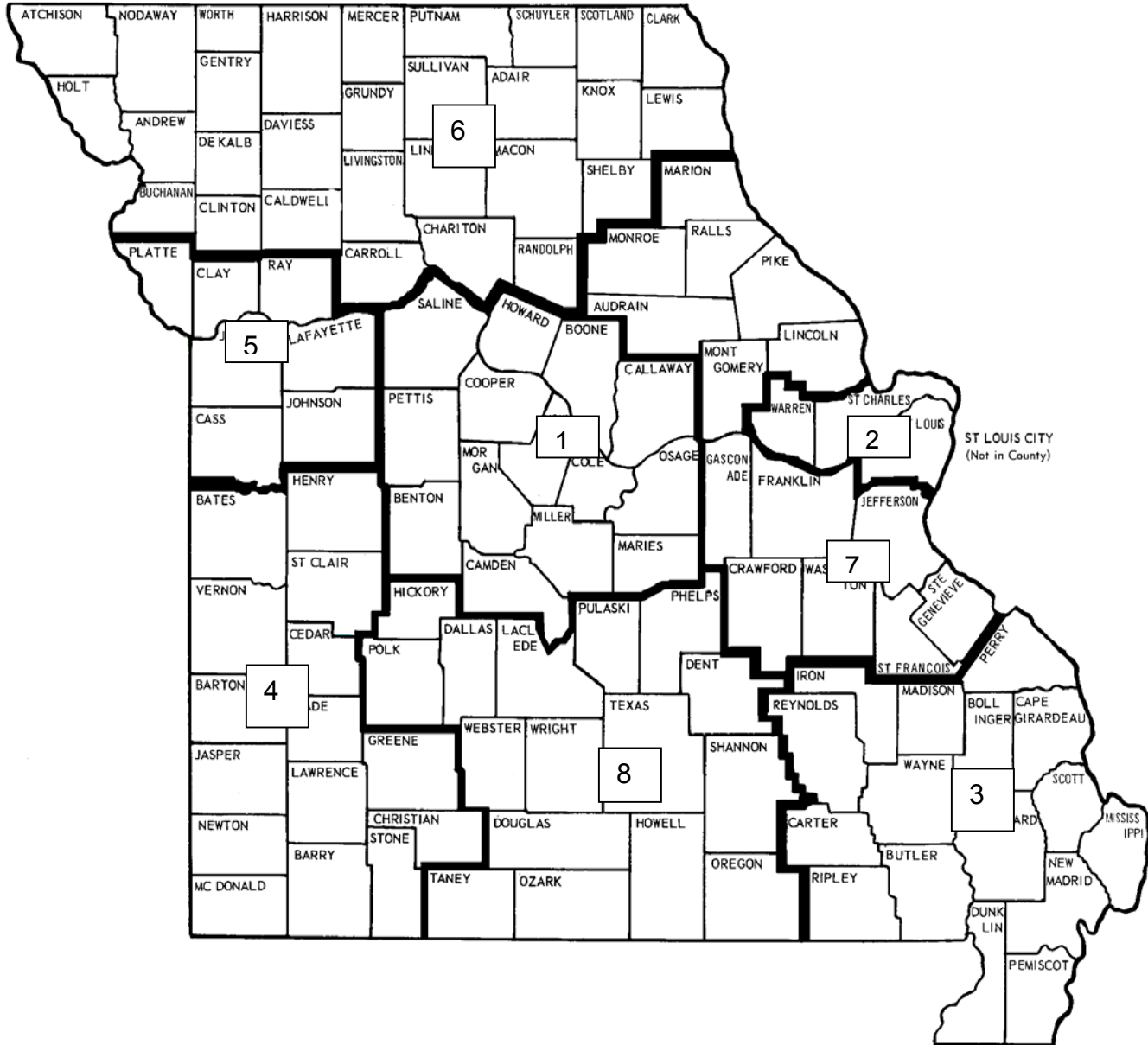
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MoUCR Regional Trainers See Next Page

Program Office Mailing Address: Missouri UCR Program Office
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Criminal Records & Identification Division
P.O. Box 9500, Jefferson City, MO 65102-9500

1.1 UCR Trainer Areas of Responsibility



EMAIL AND TELEPHONE CONTACT INFORMATION for UCR TRAINERS / QA TEAM MEMBERS

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Region Three	region3@mshp.dps.mo.gov	573-840-9562
Region Four	region4@mshp.dps.mo.gov	417-895-7814
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Region Six	region6@mshp.dps.mo.gov	660-385-7238
Region Seven	region7@mshp.dps.mo.gov	636-639-6637
Region Eight	region8@mshp.dps.mo.gov	417-469-3726

Missouri Revised Statutes
Chapter 43
Highway Patrol, State
Section 43.505


August 28, 2001

Uniform crime reporting system established--duties of department --violations, penalty.


1. The department of public safety is hereby designated as the central repository for the collection, maintenance, analysis and reporting of crime incident activity generated by law enforcement agencies in this state. The department shall develop and operate a uniform crime reporting system that is compatible with the national uniform crime reporting system operated by the Federal Bureau of Investigation.

2. The department of public safety shall:

- (1) Develop, operate and maintain an information system for the collection, storage, maintenance, analysis and retrieval of crime incident and arrest reports from Missouri law enforcement agencies;
- (2) Compile the statistical data and forward such data as required to the Federal Bureau of Investigation or the appropriate Department of Justice agency in accordance with the standards and procedures of the national system;
- (3) Provide the forms, formats, procedures, standards and related training or training assistance to all law enforcement agencies in the state as necessary for such agencies to report incident and arrest activity for timely inclusion into the statewide system;
- (4) Annually publish a report on the nature and extent of crime and submit such report to the governor and the general assembly. Such report and other statistical reports shall be made available to state and local law enforcement agencies and the general public through an electronic or manual medium;
- (5) Maintain the privacy and security of information in accordance with applicable state and federal laws, regulations and orders; and
- (6) Establish such rules and regulations as are necessary for implementing the provisions of this section. Any rule or portion of a rule, as that term is defined in section 536.010, RSMo, that is created under the authority delegated in this section shall become effective only if it complies with and is subject to all of the provisions of chapter 536, RSMo, and, if applicable, section 536.028, RSMo. This section and chapter 536, RSMo, are nonseverable and if any of the powers vested with the general assembly pursuant to chapter 536, RSMo, to review, to delay the effective date or to disapprove and annul a rule are subsequently held unconstitutional, then the grant of rulemaking authority and any rule proposed or adopted after August 28, 2000, shall be invalid and void.

 3. Every law enforcement agency in the state shall:

- (1) Submit crime incident reports to the department of public safety on forms or in the format prescribed by the department; and
- (2) Submit any other crime incident information which may be required by the department of public safety.

 4. Any law enforcement agency that violates this section may be ineligible to receive state or federal funds which would otherwise be paid to such agency for law enforcement, safety or criminal justice purposes.

(L. 2000 H.B. 1677, et al.)

1.3 Purpose Statement. To reduce crime. Statistics on crime, uniformly collected and reported, form the benchmarks upon which crime prevention, crime intervention and crime enforcement programs are measured. Missouri recognizes that there are five approaches to reducing crime. These are:

Prevention. The process of changing environmental conditions and/or personal behavior in order to prevent and reduce the threat of crime, thereby enhancing the safety and well being of our citizens.

Intervention. Programs, services or sanctions initiated after a problem has been identified, designed to intercede and reduce the effects of criminal, delinquent or high-risk behavior or to mitigate the effects of crime on victims and the state.

Enforcement. Programs or sanctions designed to assure compliance with laws, regulations or standards to provide for public order, protection of property and safety of our citizens.

Treatment and Rehabilitation. Programs or services designed to provide some form of purposeful attention and remedial activity to bring an improved level of competency or a change in behavior or environment of the individual or offender. These activities take place in a facility (corrections) or community-based setting.

Post Treatment/Rehabilitation Services. Programs or services designed to provide follow-up assistance/supervision of individuals who have been discharged or released from a facility or community-based program.

1.4 Stakeholders – The Customers and Uses of Crime Statistics. According to the FBI's Criminal Justice Information Services (CJIS), the number one customers of crime statistics are private citizens who are trying to make a quality of life decision as to where they will live, work and raise their families. There are however, other key internal and external customers of the crime statistics:

Internal Customers. In addition to being the principal collection and reporting source, the law enforcement community is also the primary internal customer of crime statistics. The ability to precisely identify when and where crime has taken place, its form and the characteristics of its victims and perpetrators is an indispensable tool in the war against crime. Armed with timely and accurate information, law enforcement can better plan and assess police operations and allocate resources to help address the crime problem at various levels.

External Customers. The external customers of crime statistics include community-based coalitions and governmental and non-governmental organizations that use the crime data as benchmarks to measure the efficiency and effectiveness of their crime prevention and crime intervention programs. Any agency that touches either the victim or the offender, or whose programs attempt to intercede before the criminal act takes place are important stakeholders in this crime collection initiative.

External Impact of Reporting. Like politics, all crime may be local; but if properly identified and reported, locally reported crime statistics fuel the state and national response. UCR is a social barometer—a “state of the state”— that provides indicators of the level of criminality within all segments of our society. At the state and federal level, UCR statistics bring emerging trends in criminal activity to the attention of all branches of the government. These trends are the engine that drives the passage of legislation and the allocation of federal grants and other funds and resources to programs implemented to address societal problems.

Involvement. When considering the circumstances that influence some criminal conduct, clearly other government organizations as well as private citizens must be involved if Missouri is to attain the most complete picture of crime possible. Law enforcement can only react and report on those crimes it becomes aware of – those developed through self-initiated investigations and those reported to them.

An example: In some states, law enforcement collects information on domestic violence; but usually does so as a circumstance or modifier of a criminal act, as with a reported assault. Health care providers (emergency room staffs), social service agency representatives, domestic violence shelters and others who are directly exposed to domestic violence, especially the victims, must also be included in the reporting effort to help complete the picture. And, the victims themselves must be willing to come forward and report the crime.

2.0 National Reporting of Crime. At the national level, the FBI groups crimes together using two principal factors: (1) population groupings based upon (2) political boundaries, that is; towns and cities; metropolitan statistical areas; counties; college/university campuses; by state and by region. The MoUCR Program will rely upon the Originating Agency Identifiers (ORIs) of the most local law

enforcement agency with jurisdiction in our towns, cities, counties and colleges as the principal location discriminator for state reporting and for the FBI's annual *Crime in the United States* report.

3.0 Which Missouri Law Enforcement Agencies Must Report? Section 43.505 states that: "Every law enforcement agency in the state shall submit crime incident reports to the department of public safety on forms or in the format prescribed by the department..." And, every Missouri law enforcement agency is indeed encouraged to independently report the required crime and crime clearance information to the MoUCR Program Office. However, based upon the fact that Missouri has a significant number of very small communities that (1) infrequently experience reportable crimes, and (2) which may not have sufficient law enforcement presence to report directly to the Program Office, the following mandatory reporting rules are established:

3.1 Cities, Towns and Villages. Towns/villages/cities that have a functioning police department shall independently report. Exceptions:

(1) Crime data for very small communities and those in rural and unincorporated areas will normally be included (by agreement) in their respective sheriff's reports. This practice will most often occur in locales with a single constable, town marshal, or other officer who would infrequently experience major crimes and, when such would occur, they would in all likelihood be investigated by the sheriff's department or a state-level law enforcement agency.

(2) Crime and clearance information from communities that have contracted with an agency to provide police services for them will be reported (1) under the contracted agency's ORI, or (2) under the contracting community's ORI by the agency that is providing the coverage.

3.2 Counties. As the chief law enforcement official of the county, each sheriff shall report offenses and clearances for crimes that take place within the county, but outside the jurisdiction of an independently reporting town or city to the MoUCR Program Office. The sheriff has the option of including under the sheriff's ORI the required information from those small towns in rural or unincorporated areas. The sheriff has the second option of reporting this crime data under the individual community's ORI, if one exists.

3.3 Colleges and Universities. All colleges and universities with a police force/DPS (made up of POST certified officers with the power to arrest) shall report offenses and clearances directly to the MoUCR Program Office for crimes that take place "on campus". (College and university officials are hereby advised that the report required by the U.S. Department of Education, 34 CFR Part 668.46, commonly referred to as the Clery Report, does not meet the requirements of Missouri law.)

3.4 State Law Enforcement Agencies. All state law enforcement agencies report directly to the MoUCR Program Office. State law enforcement agencies will report using the most local political subdivision, ORI or other discriminator for where the crime took place, and not that state agency's ORI. As a second option, a state agency and a local (city/county/college) jurisdiction may agree that the state agency's reportable crime activity will be included directly in with the local agency's reports. This is an acceptable practice; but the MoUCR Program Office must be advised of such an agreement to preclude under counting or redundant counting of crimes and crime clearances in the political subdivision's report to the FBI. Guidance on the forms and formats used by state law enforcement agencies can be found at the end of this manual in the discussion of the 603 Report.

3.5 Task Forces. Whenever multi-jurisdictional, cross-designated task forces have investigative jurisdiction over a criminal incident, offenses and clearances should be reported by the most local, "host" agency; that is, the agency with normal reporting jurisdiction for the area (sheriff or chief of police). In some cases, such as with clandestine drug laboratory seizures, task forces may report directly to the MoUCR Program Office by a designated "lead" or "primary" agency specified in the task force's letter or memoranda of understanding/agreement. In cases where a task force acts independent of the local agencies involvement, the task force is required to complete the 603 Report.

3.6 Other Agencies. Railroad police, airport police, parks departments and other independent agencies with powers of arrest should report crimes and clearances directly to the program office by their ORI, or by agreement through a host or sponsoring agency.

4.0 What Crime and Crime Clearance Information is Reported? While law enforcement agencies collect a vast amount of information, the summary-based MoUCR Program only reports on two basic categories of information: (1) crimes, clearances, and arrest information for the Part I, Index Crimes, and (2) arrest information for a secondary set of crimes referred to as the Part II Crimes.

4.1 Part I, Index Crimes. Due to their seriousness and frequency of occurrence, eight offenses were selected by the International Association of Chiefs of Police and the National Sheriff's Association to represent, or to serve as indicators of crime in the United States. The reader/user must always bear in mind that the collection and reporting of these eight crimes should be seen as a sample of criminality in a community. It is also important that the reporting law enforcement agencies, other criminal justice professionals, and those users from outside the criminal justice community understand that the crime definitions shown in this manual have been adopted for the purpose of standardizing a nationwide program. These definitions are required of all law enforcement agencies nationwide. In some cases they differ from those in Missouri law. You will note that assault is reported using two categories (Aggravated and Simple Assault). The Part I Index Crimes are:

- | | |
|---|---|
| 1. Criminal Homicide | 5. Burglary |
| 2. Forcible Rape | 6. Larceny/theft |
| 3. Robbery | 7. Motor Vehicle Theft |
| 4. Aggravated Assault | 9. Arson (Reported on a separate, Arson Report) |
| 8. Simple Assault (Reported on the Return A Report; but considered a lesser, Part II Crime) | |

4.2 Part II Crimes. In November 1932, the national UCR Program adopted a Standard Classification of Offenses for the compilation of criminal statistics. This classification was devised and adopted in order that law enforcement, judicial and penal statistics might be uniformly compiled in terms of a single classification of offenses. The definitions of the Part II offenses that follow include some of the offense titles described in local and state laws. These titles have been included as descriptive data to aid in determining the offenses that should be included or excluded in each classification. A brief, nationally accepted definition of the Part II Crimes follows below. The Part II Crimes are:

- | | |
|--|---|
| (8. Simple Assault) | 20. Offenses Against the Family and Children |
| 10. Forgery & Counterfeiting | 21. Driving/Boating Under the Influence (DUI/BUI) |
| 11. Fraud | 22. Liquor Law Violations |
| 12. Embezzlement | 23. Drunkenness |
| 13. Stolen Property Crimes | 24. Disorderly Conduct |
| 14. Vandalism | 25. Vagrancy |
| 15. Weapons Law Violations | 26. All Other Offenses |
| 16. Prostitution & Commercialized Vice | 27. Suspicion (Not Used in Missouri) |
| 17. Sex Offenses | 28. Curfew and Loitering Laws |
| 18. Drug Abuse Violations | 29. Runaways |
| 19. Gambling Violations | |

4.3 Definitions and Discussion of the Reportable Crimes (Refer to the Return A Report at Appendix A at the back of this manual.)

#1 Criminal Homicide. Homicide is a crime against the person. Score one offense per homicide victim. Missouri's summary-based MoUCR Program uses four different classifications for reporting deaths.

There are two summary-based categories used for homicide on the Return A (1a and 1b).

1a. Murder and Nonnegligent Manslaughter: The willful killing of one human being by another. As a general rule, any death due to injuries received in a fight, quarrel, assault, or commission of a crime is counted as a homicide. The national program rules state that most accidental deaths, assaults to murder, traffic fatalities, heart attacks, attempted murders and suicides are not classified as either murder or nonnegligent manslaughter. (Missouri law also requires agencies to submit reports on domestic violence-related suicides, as is explained below.)

1b. Manslaughter by Negligence: The killing of another person through gross negligence. Manslaughter by negligence results from performing what would normally be a legal act in a negligent manner. As a general rule, one offense is counted for each death caused by the gross negligence of another. Not included in this category are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and traffic fatalities.

There are two additional categories reported using the Missouri Supplemental Homicide Report (1c and 1d).

1c. Justifiable Homicides: Certain willful killings are classified as justifiable or excusable. In UCR, justifiable homicide is defined as, and limited to: the killing of a felon by a peace officer in the line of duty, and the killing (during the commission of a felony) of the offender by a private citizen. To report a justifiable homicide on the Return A, score one in Column 2 (Reported), and one in Column 3 (Unfounded). No Actual Offense (Column 4) will be counted. While the mathematical result is "0" for actual offenses, scoring the investigation serves as an administrative tool for law enforcement agencies to use. The situation of justifiable homicide is documented on the Supplemental Homicide Report.

Do not count a killing as justifiable or excusable solely on the basis of self-defense or the action of a coroner, prosecutor, grand jury or court. Remember, the willful killing of one individual by another is being reported, not the criminal liability of the person or persons involved. Crime counts are based upon law enforcement investigations. Also, remember that the "most local" agency should report the clearance.

In cases of justifiable homicide, a second offense should also be scored; that is, the crime the felon was committing at the time of his or her death, such as armed robbery. This second offense should be shown as "cleared by exceptional means" – the death of the offender. In the below example, the willful killing of one person by another is being reported. It is then unfounded since a homicide, a willful death, cannot be criminal if it is justifiable. Next show the crime being committed at the time of the homicide, in this case an armed robbery where the crime is also cleared by exceptional means—death of the offender.

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE						
MURDER & NONNEGLIGENT						
A HOMICIDE	11	1	1			
B MANSLAUGHTER BY NEGLIGENCE	12					
3 ROBBERY TOTAL	30	1		1	1	
A Firearm	31	1		1	1	
B Knife or Cutting Instrument	32					

Also note that the category totals are placed to the right side of the column, while the individual sub-category totals are placed at the left of the column or cell. This is done as a way of facilitating the correct addition for the grand total column at the bottom of the Return A report.

1d. Domestic-Violence Related Suicides: The national UCR program administered by the FBI views domestic violence to be a circumstance of an offense and not an independent criminal act. Also, the national program does not collect information on any type of suicide since it does not involve the willful killing of one person by another. However, Missouri Revised Statute 455.543 requires the collection of information on domestic violence-related homicides and suicides. Domestic violence-related homicides are documented on the Return A. Domestic violence-related homicides and suicides are further documented on the Supplemental Homicide Report. (Domestic violence-related suicides are not reported to the FBI and will not appear in the *Crime in the United States* report.)

There are two additional categories used for homicide on the 603 Report used only by state-level law enforcement agencies and task forces. These are 1m for motor vehicular manslaughter, and 1w for manslaughter with a vessel.

Note: While *investigations* of motor vehicular manslaughter are not included in this classification as a Part I, Index Crime, manslaughter charges stemming from the negligent operation of a watercraft are. That said, *arrests* for manslaughter with a watercraft and *arrests* for traffic-related fatalities are both reported on the Age, Sex, and Race of Persons Arrested Reports as 1b by chiefs and sheriffs, and as 1w or 1m by state law enforcement agencies on the 603 Report discussed later in this manual. Remember, the rulings of a court, coroner's inquest, etc., should not affect law enforcement's classifying of the act.

#2. Forcible Rape: Definition: the carnal knowledge of a female forcibly and/or against her will; or not forcibly or against her will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (forcible sodomy should be excluded from this category). This is a crime against the person; score one offense per female victim. The summary-based UCR program does not recognize or report rapes of male victims. Remember, the reporting program serves as a "sampling of crime", not the universality of crime within the reporting jurisdiction. Two categories are provided:

2a. Rape by Force and **2b. Attempts to Commit Forcible Rape:** Rapes or attempts to rape accomplished by force or threat of force are classified as forcible regardless of the age of the female victim.

Statutory rape is defined as the carnal knowledge or the attempted carnal knowledge of a female with no force used and the female victim is under the legal age of consent. Statutory rape is not scored as a forcible rape on the Return A. It is reported on the Age, Sex, and Race of Persons Arrested Report under Crime Classification 17, "Sex Offenses". If the victim was incapable of giving consent because of youth or impairment, the offense should be classified as a Forcible Rape. The ability of the victim to give consent must be a professional determination by the law enforcement agency.

In the example below, five men assault and rape three women. Each man rapes each of the three women. All five of the attackers are arrested. Since rape is a crime against the person there are three victims (actual offenses) and three crimes cleared by arrest. Remember, we are depicting the number of crimes cleared and not the number of persons arrested. The fact that five men were arrested for rape will be accounted for on the Age, Sex and Race of Persons Arrested Report discussed below.

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2 FORCIBLE RAPE TOTAL	20	3		3	3	
A Rape by Force	21	3		3	3	
B Attempts to Commit Forcible Rape	22					

#3. Robbery: Definition: “taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear”. Robbery is a crime against property. Score one offense per distinct criminal operation, not by the number of victims. Count attempts. The UCR Program calls for the reporting of robberies based upon the weapon used in one of four categories:

3a. Firearm: Where a firearm is used as a weapon or as a means of force to threaten the victim or put the victim in fear.

3b. Knife or Cutting Instrument: Where a knife, broken bottle, razor, scissors or other cutting object or stabbing instrument is used as a weapon or as a means of force to threaten the victim or put the victim in fear.

3c. Other Dangerous Weapon: Where any object used or threatened to be used such as: club, bricks, or other blunt objects used to club or beat the victim or put the victim in fear.

3d. Strong Arm – Hands, Fists, Feet, Etc: No weapon is used, but strong-arm tactics (limited to the use of personal weapons such as hands, arms, feet, fists, teeth, etc.) are used or their use is threatened to deprive the victim of possessions.

Note: The use or threat of force can change a theft into a robbery. For example, a simple purse snatching (larceny-theft) could become a robbery if the victim resists and is struck or shoved to the ground, etc. (Refer to the explanation of Larceny-Theft below.)

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3 ROBBERY TOTAL	30	1		1		
A Firearm	31	1		1		
B Knife or Cutting Instrument	32					
c Other Dangerous Weapon	33					
D Strong-Arm (Hands, Fists, Feet, Etc.)	34					

In the above example, a lone male with a handgun entered a tavern and ordered the 10 patrons and the owner to hand over their cash and jewelry. After obtaining the loot, the offender fled. No arrest was made. Since robbery is a crime against property and this example would be considered as one distinct operation, we score one offense even though there were 11 victims.

#4. Assault: Definition: “an unlawful attack by one person upon another”. Crime against the person; score one offense per victim. The UCR Program breaks assaults down into two categories: aggravated and non-aggravated (or simple) assault. The definition of an aggravated assault is the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury (4a – 4d). Simple, non-aggravated assaults (4e) are those that do not involve deadly/dangerous weapons and where there was no serious or aggravated bodily injury to the victim.

Note: An assault with disease would be classified as an aggravated assault. Examples would be a case where the offender knew he/she was infected with a deadly disease and deliberately attempted to inflict the disease by biting, spitting, donating blood, etc. See Section 191.677, RSMo for further clarification.

Note: Section 565.060, RSMo states that: “A person commits the crime of assault in the second degree if he: (4) while in an intoxicated condition or under the influence of controlled substances or drugs, operates a motor vehicle in this state and, when so operating, acts with criminal negligence to cause physical injury to any other person than himself.” For purposes of UCR reporting, unless it is known that the arrestee intended to inflict severe or aggravated bodily injuries to another (where the vehicle is classified as an “other dangerous weapon”), arrests under this statute should not be reported as assaults to the MoUCR Program Office. Rather they should be reported as a DUI arrest.

4a. Firearm (As defined in #3 robbery)

4b. Knife or Cutting Instrument (As defined in #3 robbery)

4c. Other Dangerous Weapon (As defined in #3 robbery)

4d. Hands, Fists, Feet, Etc – Aggravated Injury: The assault will be aggravated if the personal injury is serious, e.g., broken bones, internal injuries, or stitches are required. In other words, more than a minor injury or one which can be treated with standard first-aid techniques.

#8. (4e on the Return A) Other (Simple) Assaults – Commonly called simple or non-aggravated assault, that is, assaults and attempted assaults where no weapon was used and which did not result in serious or aggravated injury to the victim. Simple assaults involve those where the victim has abrasions, minor lacerations, or contusions. The distinction between aggravated assault (lines 4a-d) and simple assault (line 4e) is important since aggravated assaults form one of the benchmarks used nationally to assess violent acts in the FBI’s *Crime in the United States* report. While a Part II Crime, these assaults are reported on the Return A form. They are excluded from the national Index of Violent Crimes Report. Examples of local jurisdiction offense titles nationwide that fall within this classification are:

- simple assault; minor assault; assault and battery;
- injury by culpable negligence;
- resisting or obstructing an officer;
- intimidation (reasonable fear of bodily harm), coercion, hazing;
- and, all attempts to commit any of these offenses.

Assault is the most difficult Index Crime to classify because there are numerous Missouri statutes which can be coded as some type of physical assault. These might include domestic violence, assault on a police officer, battery, assault and battery, aggravated battery, attempted murder, or mayhem. Assuming that only personal weapons (i.e., hands, fists, or feet) are used in the assault, the severity of the injuries will determine how law enforcement should classify the incident. Serious injuries (e.g., broken bones, internal injuries, stitches, loss of teeth) would mandate the scoring of an aggravated assault (line 4d) while minor injuries (e.g., bruises, abrasions, black eye) may result in the scoring of a simple assault (line 4e).

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE “UNFOUNDED” AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4 ASSAULT TOTAL	40	3		3	3	
A Firearm	41					
B Knife or Cutting Instrument	42					
C Other Dangerous Weapon	43	3		3	3	
D Hands, Fists, Feet, Etc. - Aggravated	44					

In the above example three police officers were attacked by 20 rioters armed with clubs and bricks. The police officers sustained injuries which caused their hospitalization. A total of 45 rioters, including 18 of

those participating in the assaults were arrested. Since assault is a crime against persons, we report three offenses, one per victim and three crimes cleared by arrest. On the Age, Sex and Race of Persons Arrested Report, we should show 45 persons arrested, 18 for aggravated assault and 27 for riot which falls under Crime Classification 26, "All Other Offenses".

#5. Burglary. Definition: "an unlawful entry of a (permanent) structure to commit a felony or theft." Crime against property; score one offense per distinct criminal operation. Burglaries are classified for UCR purposes based upon the method of entry (5a – 5c).

5a. Forcible Entry: Count all offenses where force of any kind was used to enter a structure for the purpose of committing a felony or theft. This act includes entry by use of tools; breaking/forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, the use of master keys, picks, unauthorized keys, celluloid, or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by an exiting of the structure is included.

5b. Unlawful Entry – No force: The entry in these burglary situations involves no force and is achieved by use of an unlocked door or window. Trespass is distinguished from "unlawful entry" since it involves the entry into open garages, warehouses, etc., by someone who does not have legal access. It may be a "burglary, unlawful entry," if the intent to commit a felony or theft was present at the time of trespass. However, if the area entered was one of open public access, thefts from the area would be classified as larcenies (e.g., shoplifting), not burglaries.

5c. Attempted Forcible Entry: Count in this classification those situations where a forcible entry is attempted but entry is not gained. If force was used, burglary is assumed.

Permanence of a structure is important. The term "structure" includes garages, permanent storage sheds, and mobile homes and houseboats used as permanent dwellings. Thefts and attempts to steal from structures only used for temporary, recreational purposes (recreational vehicles, tents, hunting blinds and the like) are classified as larcenies, not burglaries.

If the intent to steal or commit a felony is not present, you probably have a trespass. The evidence obtained from break-ins of structures like summer cabins may help in determining whether or not there was an intent to steal.

The line between vandalism and burglary is often unclear. How the crime is defined will usually depend upon the investigating officer's professional judgment.

The "Hotel Rule" applies for burglaries of hotels, motels, lodging houses, B&Bs, and other places where providing temporary lodging is the main purpose or business. The principles of scoring under this rule dictate that if a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than individual tenants, the burglary should be scored as one offense. Apartment complexes and commercial offices in one building do not apply to this exception since the tenants are long-term. If two apartments are burglarized in one apartment complex, then two burglaries are scored.

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5 BURGLARY TOTAL	50	9		9		
A Forcible Entry	51	8		8		
B Unlawful Entry - No Force	52	1		1		
C Attempted Forcible Entry	53					

In the above example, after closing hours a thief enters an unlocked door of a warehouse. The warehouse has a number of offices of individual shipping companies within it. The thief breaks into 8 of the company offices and steals items from each office entered. By applying the Hotel Rule, we must report nine total burglaries, one unlawful entry into the unlocked warehouse and 8 forcible entries into each of the individual company offices (long-term use) inside the warehouse.

Example: A common question that comes up from time to time: If a person has an item stolen from his/her locked locker at school, is it a larceny or a burglary? Response: A locker is not a structure. If the theft took place during normal open hours, then we have a larceny. If the theft took place when the school was closed, then there was an illegal entry into the structure for the purpose of committing a felony or theft. The locker theft (or the theft of anything else in the school) would then be classified as either a forcible or unlawful entry burglary.

#6. Larceny – Theft: (Except Motor Vehicle Theft). Definition: "the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another." Crime against property; score one offense per distinct criminal operation. Thefts of motor vehicles are not included here. However, thefts from motor vehicles and thefts of motor vehicle parts and accessories are scored as larcenies. The distinctions are discussed in the Supplement to Return A Report.

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
LARCENY-THEFT 6 (Except Motor Vehicle Theft)	TOTAL 60	1		1	1	

In the example, two men broke into a parked car and were attempting to remove a cassette player when they were spotted and arrested by local police. We show one crime and one crime cleared by arrest on this report.

No distinction is made between felony ("grand theft") and misdemeanor ("petty theft"). That is, the dollar amount taken is irrelevant when classifying an offense as a larceny-theft. However, the Supplement to Return A Report form does ask for the grouping of the monetary loss in either Under \$50, or \$50-\$199, or \$200 and Over. The nature of larcenies attempted and committed are subdivided into nine categories, all of which are listed on the Supplement to Return A Report (at line 6X). The grand total of offenses from these nine categories from the Supplement to Return A Report should equal the total larcenies reported on the Return A.

Note: Theft of identifying information (with or without the intent to defraud) should be classified as a larceny-theft if no fraudulent activity actually took place.

Note: Attempted larcenies are reported in the "Under \$50" line on the Supplement to Return A.

Note: Do not confuse larceny with fraud or other Part II Crimes that are defined later in this manual.
Example: Leaving a service station without pay for gas.

Leaving a self-service gas station without paying is classified as "6I. All Other Larceny".

Leaving a full-service gas station without paying (the attendant) is classified as "11. Fraud".

Rationale: When an offender tells a gas station attendant to "fill it up", then drives off without paying, he/she has obtained property by false pretenses – broken a verbal contract. This is fraud. When an offender fills up at a self-service station where no such agreement exists, then drives off, the crime is larceny-theft.

#7. Motor Vehicle Theft: Crime against property; score one offense for each theft or attempted theft of a motor vehicle. The UCR Program narrowly defines motor vehicles (and therefore what should be reported) as self-propelled vehicles that run on land surface and not on rails. A vehicle is a machine that's primary function is transportation. Snowmobiles are included, but farm equipment, construction equipment, airplanes, motorboats, and toy vehicles are not. Include motor vehicles that are taken and later abandoned (joyriding). The Most Local Jurisdiction Rule dictates that a motor vehicle theft should be counted by the agency from whose jurisdiction the vehicle was stolen. Example: A motor vehicle is taken in Cole County and recovered with an arrest in Jackson County. Cole County reports the theft, and the subsequent arrest. Jackson County reports only that the motor vehicle was recovered in their jurisdiction on the motor vehicle section of the Supplement to Return A Report. Motor Vehicle Theft is further subdivided (7a – 7c), as follows:

7a. Autos: Generally, 4-wheeled vehicles that are used primarily for transporting people from one place to another, including taxicabs. Licensing is not a consideration. Example: A station wagon may be licensed in Missouri as a truck. But for UCR purposes, its theft should be reported in 7a, Autos.

7b. Trucks and Buses: Vehicles designed to transport people or cargo on a commercial basis. Include pickup trucks, vans and motor homes regardless of their use.

7c. Other Vehicles: This category includes all other motor vehicles such as motor scooters, snowmobiles, motorcycles, trail bikes, golf carts, all terrain vehicles (ATVs), etc.

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7 MOTOR VEHICLE THEFT TOTAL	70	3		3		
A Autos	71					
B Trucks and Buses	72					
C Other Vehicles	73	3		3		

In the above example, three all terrain vehicles (ATVs) that were used for recreational purposes at a hunting lodge were stolen.

#9. Arson: Arson is defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Since arson is a crime against property; score one offense per distinct criminal operation. The Hierarchy Rule (defined in Section 8.2, p. 23) does not apply to arson. Arson is always reported even in multiple-offense situations.

Arson was permanently designated as a Part I Crime in 1982 with the passage of the Anti-Arson Act of 1982. While arson is one of the Part One, Index Crimes, it is reported on a separate supplemental report, discussed in Section 9.5, below.

#10. Forgery and Counterfeiting – All offenses dealing with the making, altering, uttering, or possessing with intent to defraud, anything false in the semblance of that which is true. Examples:

- Altering or forging public and other records;
- making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.;
- forging wills, deeds, notes, bonds, seals, trademarks, etc.;
- counterfeiting coins, plates, banknotes, checks, etc.;
- possessing or uttering forged or counterfeited instruments;
- signing the name of another or fictitious person with intent to defraud;

- using forged labels; erasures; selling goods with altered, forged, or counterfeited trademarks,
- possession, manufacture, etc., of counterfeiting apparatus; and all attempts to commit any of the above.

#11. Fraud - Fraudulent conversion and obtaining money, property or services by false pretenses such as:

- Bad checks, except forgeries and counterfeiting;
- non-return of leased property;
- leaving a full-service gas station without paying;
- unauthorized withdrawal of money from an automatic teller machine;
- and all attempts to commit any of the above.

Fraud "consists of some deceitful practice or willful device, resorted to with the intent to deprive another or in some way to do an injury." (*UCR Handbook*, Pgs. 24-25)

Example: Fraudulent conversion/obtaining services – You have a contract for basic cable; but tamper with the equipment so that you can obtain the movie channels. This is fraud. If you have no agreement or contract; but hook yourself up at the box, this is larceny-theft.

#12. Embezzlement - Misappropriation or misapplication of money or property entrusted to one's care, custody, or control; and all attempts to commit.

#13. Stolen Property; Buying, Receiving, Possessing - Include all offenses in buying, receiving, and possessing stolen property, and all attempts to commit.

#14. Vandalism - Consists of the willful or malicious destruction, injury, disfigurement, or defacement of any public or private property without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. Include attempts.

#15. Weapons; Carrying, Possessing, etc. - This class deals with weapon offenses such as:

- Manufacturing, sale or possession of deadly weapons;
- carrying deadly weapons (concealed or openly);
- using, manufacturing, etc., silencers;
- furnishing deadly weapons to a minor;
- aliens possessing deadly weapons.
- Include all attempts.

#16. Prostitution and Commercialized Vice - Include sex offenses of a commercialized nature; such as: prostitution; keeping a bawdy house or house of ill fame; pandering, procuring, transporting, or detaining women for immoral purposes, etc.; and all attempts to commit above.

#17. Sex Offenses - (Except forcible rape, prostitution, and commercialized vice.) Include offenses against chastity, common decency, morals and the like, such as:

- Statutory rape (no force); adultery and fornication;
- buggery; incest; indecent exposure and indecent liberties; seduction;
- sodomy or crimes against nature; and all attempts to commit any of the above.

#18. Drug Abuse Violations - Drug arrests are divided into two major sections: Section 180 Sale/Manufacturing and Section 185 Possession. These two sections are further subdivided by type of drug(s) involved. The first line in this arrest category on the ASR Report (18) asks for the grand total number of all arrests. Each section also has a subtotal line (180 or 185). If multiple subdivisions are involved, select the most serious. Example: You arrest a man for possession of a small amount of cocaine and three kilos of marijuana. While cocaine is shown higher in each subdivision, the assumed possession with intent to distribute (marijuana) should be scored—180b, not the possession of cocaine for personal use.

One problem facing agencies in accurately reporting drug abuse violations is the extended period of time that may elapse between date of arrest and receipt of lab results which may be needed to determine which type of drug was actually involved. At a minimum, agencies must: (1) specify whether the arrest

was for sale/manufacturing, or for possession, and, (2) initially show the arrests in "Other" (d or h) on this report at the time it is submitted. Once lab results are received, the agency may elect to amend the arrest information by placing it in the appropriate subdivision (a – c) or (e – g).

180: Subtotal for the Sale/Manufacturing of:

- a) Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine, Oxycontin, Black Tar Heroin)
- b) Marijuana
- c) Synthetic Narcotics-manufactured narcotics, which can cause true drug addiction (Demerol, Methadone, Zanex)
- d) Other – Dangerous non-narcotic drugs (Barbiturates, Benzedrine, Ecstasy, Methamphetamine, LSD)

185: Subtotal for the Possession of:

- e) Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine, Oxycontin, Black Tar Heroin)
- f) Marijuana
- g) Synthetic Narcotics-manufactured narcotics, which can cause true drug addiction (Demerol, Methadone, Zanex)
- h) Other – Dangerous non-narcotic drugs (Barbiturates, Benzedrine, Ecstasy, Methamphetamine, LSD)

Completion of the different sections in drug arrest area of the report can be confusing. We recommend that you use an offset method of recording these arrests. Below is an example where the grand total figures are placed to the far right side of each block. The section totals are shown in the middle of the blocks and the individual subdivision totals (a – h) are placed to the far left side of the blocks.

CLASSIFICATION OF OFFENSES	SEX	AGE						TOTAL	RACE			
		18	19	21	30-34	55-59	60-64		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander
Drug Abuse Violations	Male		3	1	2			6	7	2		1
GRAND TOTAL	Female	1	1	1	1			4				
(1) Sale/Manufacturing Subtotal	Male				2			2	2	1		
	Female				1			1				
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	Male											
a	Female											
Marijuana	Male				2			2	2	1		
b	Female				1			1				
Synthetic Narcotics - Manufactured Narcotics which Can Cause True Drug Addiction (Demerol, Methadones)	Male											
c	Female											
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	Male											
d	Female											
(2) Possession Subtotal	Male		3	1				4	5	1		1
	Female	1	1	1				3				
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	Male		1					1	1	1		
e	Female		1					1				
Marijuana	Male								2			
f	Female	1		1				2				
Synthetic Narcotics - Manufactured Narcotics which Can Cause True Drug Addiction (Demerol, Methodones)	Male		2	1				3	2		1	
g	Female											
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	Male											
h	Female											

The Grand Total Line (18), must equal the Subtotals of 180 and 185:

$$180 = 2 - 1$$

$$185 = 5 - 1 - 1$$

$$18 = 7 - 2 - 1$$

#19. Gambling – Gambling arrests are subdivided into three categories. All charges that relate to promoting, permitting or engaging in illegal gambling are included in this category. To provide a more refined collection of gambling arrests, the following breakdown should be furnished:

- a) Bookmaking (horse and sports book)
- b) Numbers and Lottery
- c) All Other Gambling (gaming violations, to include attempts)

#20. Offenses Against the Family and Children - Include all charges of nonsupport and neglect of family and children, such as:

- Desertion, abandonment, or nonsupport of spouse or child;
- Non-violent neglect or abuse of spouse or child;
- nonpayment of alimony; and all attempts to commit the above. (See domestic violence incident reporting.)

Note: FBI CJIS has indicated to the MoUCR program office that if a domestic assault meets the classification definition of assault, it should be reported as an assault.

#21. Driving / Boating Under the Influence (DUI/BUI) – 21 A or 21B - Driving or operating of any vehicle (including a vessel or other watercraft -- BUI) or common carrier while drunk or under the influence of liquor or narcotics. Note: The definition of a motor vehicle found under motor vehicle theft in the Part I, Index Crimes does not apply for this offense.

#22. Liquor Laws – With the exception of drunkenness and DUI/BUI, liquor law violations are placed in this class and include:

- Manufacturing, bootlegging, operating a still, unlawful sale, using a vehicle for illegal transportation of liquor,
- furnishing liquor to a minor, and maintaining unlawful drinking places;
- drinking on public conveyance and all attempts to commit any of the above.

#23. Drunkenness - Include all offenses of drunkenness or intoxication, with the exception of DUI/BUI and liquor law violations.

Note: Intoxicated persons detained in protective custody and later released without charge should not be scored as “arrests”. RSMo 67.305 currently prohibits counties and municipalities from adopting or enforcing any law authorizing arrest for public intoxication or being a habitual drunkard.

#24. Disorderly Conduct – All charges of committing a breach of the peace. Include:

- Affray, unlawful assembly, disturbing the peace, disturbing meetings, disorderly conduct in state or other institutions,
- profanity, obscene language, and refusing to assist an officer. Include attempts.

#25. Vagrancy - Persons prosecuted on the charge of being a “suspicious character or person, etc.” are included in this class. Include: vagrancy, begging, loitering and vagabondage.

#26 All Other Offenses - Include many other state or local offenses not found within the 25 offense classifications listed above. These include, but are not limited to the following offenses:

- Admitting minors to improper places
- Abduction and compelling to marry;
- Bigamy and polygamy
- Blackmail and extortion
- Bribery
- Contempt of court
- Criminal anarchism and criminal syndicalism
- Discrimination, unfair competition
- Kidnapping, abduction
- Marriage within prohibited degrees
- Offenses contributing to delinquency of minors
- Perjury and subornation of perjury
- Possession of burglar’s tools
- Possession of drug paraphernalia
- Possession or sale of obscene literature
- Public Nuisance
- Restraint of trade, trusts and monopolies
- Riot and rout
- Tampering (not involving theft or property damage)
- Trespass
- Unlawful possession/use of explosives
- Unlawfully bringing forbidden items into prisons
- Violation of quarantine
- Unlawful possession, use, etc., of explosives

- Violations of state regulatory laws and municipal ordinances (not listed above)
- All offenses not otherwise classified (unless excluded)
- And all arrests for attempting one of these crimes.

#27. Suspicion - This is not a legitimate arrest charge in Missouri. This classification will not be used in the MoUCR Program output reports.

#28. Curfew and Loitering Laws – Used Only on the ASR of Persons Under 18 Form. Count all arrests for violations of local curfew or loitering ordinances where such exist, but only for youths under 17 years of age in Missouri.

#29. Runaways – Used only on the ASR of Persons Arrested Under 18 Form. Report apprehensions for protective custody as defined by the local statute. Do not include protective custody actions with respect to runaways taken in for other jurisdictions. Arrests of runaways from one jurisdiction by another agency should be counted by the home jurisdiction. Note: A 17-year old can be picked up as a Runaway, if under a court order of family services (e.g., mental incompetency).

4.4 Reporting Single and Multi-Crime Incidents. (Refer to Sections 8.2, the Hierarchy Rule and Section 8.4 Scoring of Offenses.)

- A single crime incident involves all crimes committed at the same place (jurisdiction) and time, by the same offender(s). Report the single highest-ranking crime involved. Example: A person commits a robbery, and in connection with that crime, assaults two customers, then murders the storekeeper. The subject is arrested. We report one Part I Crime and one arrest for the highest crime committed—criminal homicide. The fact that a robbery was also committed during this crime incident becomes a circumstance of the homicide for UCR purposes. We do not show one arrest for murder and one arrest for robbery. We show one person arrested for the most serious crime within the crime incident. The fact that two assaults were also committed is completely lost in summary reporting.

- A multi-crime incident involves crimes committed by the same offender(s) that may involve different jurisdictions, but will involve a separation of time. Example: An offender leaves a self-service gas station in County A without paying. As a result of a dispatch, an officer stops the vehicle in County B. At the time of the stop, the subject is found to be driving under the influence. County A should report one crime and one crime cleared by arrest for a Larceny-Theft (6I). One arrest for Driving Under the Influence (21A) should be reported in County B. While we have one offender, we will classify and score two separate crime incidents based upon the separation of place and time (and jurisdictions) between the incidents. (This rule does not apply to ongoing undercover investigations such as with narcotics cases where multiple buys may be cultivated over time in several jurisdictions. See Task Force Reporting Rules, Section 12.)

Note: Do not confuse multiple criminal incidents with a continuing pattern of criminal activity, especially when classifying sex offenses. Example: For a one-year period of time, a man rapes his stepdaughter daily but the crimes are never reported or discovered by law enforcement until day 365. You should report one forcible rape when the crime becomes known to you – not 365 rapes. While there is a separation of time and the venue could change, the continuing pattern of the acts dictate that law enforcement report one crime and one crime cleared by arrest of the stepfather.

Law enforcement administrators are cautioned not to depend solely upon UCR Program statistics to demonstrate their department's activities or to justify funding levels. This is a summary program that looks at trends in crime over time and it is not intended to provide either a complete picture of crime in a community, or law enforcement's response to that crime. A person may commit, and be charged with multiple criminal acts. But the UCR rules say that you report only one arrest, and that is for the most serious offense—all other crime activity is lost in this report. Secondly, visibility of some very serious crimes is completely lost when documenting arrests. As an example, kidnapping, riot, and unlawful use of explosives are lumped together with trespass and public nuisance in Class 26, "All Other Offenses".

4.5 Reporting Attempts. Most attempts to commit crimes are classified as though the crime was actually completed. There are three exceptions. If a victim survives a murder attempt, the crime is scored as an aggravated assault, not criminal homicide. Attempted forcible rape is scored independent of rape by force. Attempted forcible entry burglaries are recorded in their own category on the Return A.

5.0 What Crime and Crime Clearance Information is Not Reported?

- **Motor Vehicle Laws.** With the exceptions of arrests for motor vehicular manslaughter and driving under the influence (DUI), violations of Missouri's motor vehicle laws are excluded from UCR reporting. (See the note in Section 4.3.#1 regarding investigations of motor vehicular manslaughter.)
- **Watercraft Laws.** With the exceptions of investigations of, and arrests for involuntary manslaughter with a vessel and boating under the influence (BUI), violations of Missouri's watercraft laws are excluded from UCR reporting.
- **Wildlife Codes.** Arrests for violating Missouri's wildlife codes are excluded from UCR reporting.

Rationale. This summary-based program reports (basically) on crimes against persons and crimes against property. Violations of motor vehicle, watercraft and wildlife codes are generally classified as crimes against society and therefore excluded from the MoUCR.

Regarding traffic, wildlife and watercraft laws. What is reported are those offenses that become known as a result of an initial stop related to enforcement of motor vehicle, watercraft, or wildlife code violations. Example: If a Conservation Agent stops a hunter to check his hunting license and the probable cause for this spot check leads to a marijuana arrest, the marijuana arrest would be reflected on the Age, Sex and Race Arrest Report in Classification 18, "Drug Abuse Violations".

- **Clandestine, Covert or Undercover Investigations.** Agencies conducting extensive investigations, over time, of criminal activity are not required to report the offense(s) when such become known to police. The known offenses should be reported at the termination of the investigation, or at a time determined appropriate by the lead investigative agency, e.g., when arrest warrants are issued or served.
- **FTA and P&P.** Arrests based upon warrants issued for failure to appear (FTA), or for probation and parole (P&P) violations will not be reported to the MoUCR Program. Rationale: Individuals being sought for FTA and for P&P violations have already been reported to the program for the crime that brought them into the criminal justice system in the first place. Violating a condition of P&P or for FTA on a charge is an administrative matter of the courts. This rule applies to juvenile offenders who have been reported as "arrested", subsequently released, and then violate a condition of their release.
- **Zero Tolerance.** Zero tolerance is an administrative action. A person cannot be arrested for this. They could be arrested for a crime it is associated with, however (liquor law violation, DWI/DUI).
- **Prison Crime.** This program addresses crimes committed in "open society". As such, crimes and clearances of crimes committed within the closed society of a detention facility, jail or prison (to include prisoner-on-prisoner or prisoner-on-guard crimes) are excluded from basic reporting. While the crimes and clearances that take place within such facilities are not included, administrators are advised that assaults on law enforcement officials that occur "within the walls" should be reported in Section 6 of the Law Enforcement Officers Killed or Assaulted (LEOKA) Report, "Handling, Transporting, Custody of Prisoners". There are two exceptions. First, arsons in prisons are always reported. Second, arrests of a person for unlawfully attempting or introducing weapons, drugs or liquor into a jail or prison are reported in Crime Classification 26, "All Other Offenses". Discussion:

Nationwide, the practice of collecting and reporting crimes that take place within jails and prisons varies. And, Missouri law enforcement administrators should collect and retain this information for purposes outside the UCR Program. However, the purpose of the UCR Program is to present a partial sampling of certain crimes that take place within the open society of our communities. Including crimes that take place within jails and prisons will portray the "criminality" within a community in a distorted manner. Example: Assume that the Missouri program counted prison crimes. You are a businessman—an external customer of the crime data interested in building an ethanol processing plant in North

Missouri. You have looked at all the demographics (high school drop out rates, road networks, labor availability, standards of living, schools, median income, etc.) and have narrowed your selection down to DeKalb or Daviess County. Then you compare another demographic, the crime statistics for the two counties, and find that DeKalb has a higher crime rate than Daviess County. So, you build your plant in Daviess County. In fact, crime in DeKalb County may be lower, but appears higher because there are state prisons located in the county. Including crime that takes place within a closed society of a jail or prison may place a city or county at an unfair disadvantage when competing for business, tourist and other opportunities to help that political subdivision prosper.

- **Suspicion.** Suspicion (UCR 27) is not a valid arrest code for Missouri. This code is not acceptable.
- **20, 24, and 96-Hour Detention.** Subsection 1 to 544.170 RSMo states (in part) that "... all persons arrested and confined ... without warrant or other process, for any alleged ... offense, or on suspicion thereof, shall be discharged from said custody within 20 hours from the time of ... arrest, unless ... charged with a criminal offense ... and held by warrant to answer to such offense." (Subsection 2 of 544.170 allows an additional 4-hours hold for several specific crimes.) MoUCR Program Rule:

If a subject is arrested for an offense, show the arrest on the Age, Sex and Race of Persons Arrested Report for the crime that they are arrested for. If arrested for a Part I Crime, show one crime cleared by arrest on the Return A Report. Caution: Do not report a second arrest for this same offense based upon the service of a warrant issued at some time following the initial release.

If a subject is "detained" on suspicion thereof, do not show an arrest on the Age, Sex and Race of Persons Arrested Report until formally charged with a reportable offense. No Part I Crime can be shown as "cleared" based upon a 20, 24, or 96-hour detention, unless charged with the crime.

- **Warrant Arrests.** Every law enforcement agency will make arrests for reportable crimes that they will not include in their own jurisdiction's reports. The best example would be warrant arrests for crimes that took place in another agency's jurisdiction. An example is offered below:

A farmhouse burns and the county sheriff requests that the Highway Patrol and the Fire Marshal assist in the investigation. The Fire Marshal determines that the fire was deliberately set. The three agencies cooperate in conducting a joint investigation. The reportable offense is arson and it should be reported to the UCR Program by the "most local" agency, the sheriff on his monthly Arson Report. (Had the crime taken place inside a city limits, the police chief would have reported it.) Later, the Fire Marshal identifies three offenders, warrants are issued, and a city police officer and trooper in another area of the state arrest the three suspects inside that city on charges of arson. The sheriff in the county where the crime took place should be notified of the arrests on his/her warrants and in-turn show one arson cleared on the sheriff's monthly Arson Report and three persons arrested on the sheriff's monthly Age, Sex and Race of Persons Arrested Report. Neither the police department nor the Fire Marshal should report the incident or the arrests on their monthly reports to the MoUCR Program Office. Both should be reported once and only once by the "most local" jurisdiction – the jurisdiction where the crime took place.

- **Protective Custody.** Taking a person into protective custody for intoxication, psychiatric evaluation, or other "safe-keeping" other than runaway minors is not considered an arrest for UCR purposes because no crime is charged.

Once again, the UCR goal is to report all index crime and clearances for those crimes (either by arrest or exceptional means) once and only once in the jurisdiction where the crime took place, and not to take credit for an agency's arrest activity or to document activity for internal purposes and for budget justification. These two types of reporting must be kept separate.

- **Other Criminal Justice Elements.** The national program rules state that law enforcement officials should not consider the decisions of prosecutors or courts in scoring and counting crimes and arrests. If the elements of the offense meet the National UCR Program definitions, as outlined in this manual, the crime should be reported regardless of how the matter is adjudicated in the criminal justice system.

6.0 What are the Rules for Recording Jurisdictional Populations? Population counts will be taken from the decennial census figures during the first year of the decade and adjusted after that year based upon census estimates.

- Municipal agency reports will reflect the population living within their city limits. (See Note below.)
- Sheriffs' reports will reflect the population of their county, minus that of all independently reporting cities/towns within the county. Sheriffs and chiefs who are reporting (sponsoring) for other, smaller jurisdictions should include the sponsored agency's population count in their figures. (See Note below.)
- College and university chiefs, railroad police, airport police, parks department, etc., will report zero population.
- State law enforcement agencies and task forces report zero population.

Example: A county's normal (census) population is 20,000. One town in the county (population 5,000) reports directly to the MoUCR Program Office. There is also a college in the county that has 300 resident students living on campus. The sheriff should show the population in the Return A Report as 15,000. The town would show 5,000 and the college would show 0 population.

Note: Chiefs and sheriffs are advised to report populations based upon the number of residents in "open society". Prisoners in the "closed society" of a Missouri Department of Corrections institution should not be included in jurisdictional population counts.

7.0 MoUCR Program Reports, Report Submission Methods and Distribution. The MoUCR Program reports (or internally-generated compatible reports) outlined in this manual should be submitted by the reporting law enforcement agency no later than four weeks following the close of the month covered by the report. At a minimum, every reporting agency is required to submit a Return A Report on a monthly basis regardless of whether or not they have Part I crimes or clearances to report for that month. Only those reports needed, on a month-by-month basis are submitted. Reporting agencies should retain copies of the current and previous year's UCR reports. The Program Office will retain electronic copies of all reports received.

If a reporting agency is unable to meet this deadline, the agency point of contact should contact the MoUCR Program Office. MoUCR Program Office personnel do not have the authority to grant extensions to agencies not able to meet established deadlines; the reporting requirement is statutorily mandated. We ask that agencies unable to meet the requirements notify the program office to ensure that any problems are documented and are reported to DPS. If an agency is seeking an extension, based upon an illness, computer problems, etc., they will be referred to the appropriate personnel at DPS.

A full report of agency compliance is submitted by the Program Office to DPS each month, and is made available to the general public via the UCR Public Website.

- Note: State law enforcement agency and task force reporting is covered in Section 12 of this manual.

7.1 MoUCR Program Report Forms. The MoUCR Program report forms mirror those provided by the FBI with the following exceptions. Missouri's Supplemental Homicide Report has been modified to include domestic violence-related homicide and suicide information. Missouri law also required the addition of the Missouri Domestic Violence Incident Report and the El Paso Intelligence Center's DEA 612 Form for clandestine drug laboratory seizures. A comparison:

Standard FBI Return A Forms Package

Return A Report
 Supplement to Return A Report
 Arson Report
 Age, Sex & Race of Persons Arrested (under 18)
 Age, Sex & Race of Persons Arrested (18 and up)
 Supplemental Homicide Report
 Law Enforcement Officer Killed/Assaulted Report
 Annual Law Enforcement Employee Report
 Quarterly Hate Crime Report

MoUCR Program Forms Package

Return A Report
 Supplement to Return A Report
 Arson Report
 Age, Sex & Race of Persons Arrested (under 18)
 Age, Sex & Race of Persons Arrested (18 and up)
 Supplemental Homicide Report (Modified)
 Law Enforcement Officer Killed/Assaulted Report
 Annual Law Enforcement Officer Employee Report
 Missouri Domestic Violence Incident Report

Several of the report forms are directly linked to each other. As an example, if a crime against property is reported on the Return A Report (robbery, burglary, theft, motor vehicle theft), additional (supplemental) information about the crime is required on the Supplement to Return A. If a criminal homicide is reported on the Return A Report, supplemental information about the crime is required on the Supplemental Homicide Report. The rest of the program reports may or may not be directly linked to the Return A Report. As an example, if you clear the same homicide by arrest an Age, Sex and Race of Persons Arrested Report must be submitted. Note: Clearances by arrests are normally reported in the month they take place without regard for when the crime was committed and originally reported. (See 8.6 below.)

7.2 Report Submission Methods. Web-based reporting is the preferred method of report submission. We intend to make the Internet our primary means of data transfer and communications both internally within the criminal justice community, and to the external customers of UCR data. For now, reporting agencies may submit the data on the standard MoUCR forms in paper format, or on computer-generated forms, as follows:

- Web-based form submission is available on the Missouri Department of Public Safety web site (<http://www.dps.state.mo.us>). Once an agency has registered, these forms can be opened, completed, edited, and sent to the central repository pending file while on-line.
- For the time being, agencies may continue to submit internally generated forms or spreadsheets that are compliant with MoUCR program standards. Completed forms and spreadsheets should be mailed, faxed or emailed directly to the MoUCR Program Office.
- Hard-copy (paper) report forms should be completed and either mailed or faxed to the Program Office. A master set of the MoUCR Program forms is located in the appendices to this manual for agency reproduction and use. Electronic versions of the forms are also available upon request.
- Once the MoUCR program staff has approved their submission format compliance, agencies may submit data in electronic text file formats. Submission data format specifications in the MoUCR Repository Specifications Manual are available from the MoUCR website UCR Help section.

7.3 Dissemination of the Master Output Report – *The Crime in Missouri Report*. The Internet will serve as the MoUCR Program Office's primary means of publishing output reports. The reports will be made available in two formats:

Secure Reports - Closed reports are available only to Missouri law enforcement agencies and to individuals, as specified by the Director, Missouri Department of Public Safety. Closed reports display all law enforcement activity reported within a given selection criteria.

Public Reports - Open reports are available to any citizen with Internet access. These reports depict crimes and crime clearance information by political subdivision without regard for which law enforcement agency was involved with investigation or enforcement activity. A hard copy version of the (public) annual *Crime in Missouri* report will be sent to the Director, Department of Public Safety, and forwarded to the Governor, other governmental agencies and the state legislature.

Explanation: Through calendar year 2000, the Missouri State Highway Patrol published the annual *Missouri Crime Summary Report*. That report compiled limited crime information that was voluntarily submitted by Missouri's law enforcement agencies. The report failed to meet the standards of the national UCR Program. Among other failings, the *Missouri Crime Summary Report* focused on activity by law enforcement agency instead of on our communities themselves. The *Crime in Missouri Report* corrects that shortcoming. An example of how reportable crimes and clearances will be reported on the website follows:

The St. Joseph Police Department is the “most local”, and therefore the host agency for the political subdivision of St. Joseph. The police department will submit a monthly report to the MoUCR Program Office. (Below is an abbreviated look at hypothetical arrests made and reported by the St. Joseph Police Department during a one-month timeframe.) In this example, the St. Joseph Police Department recorded 94 arrests for Part I Crimes and 39 arrests for Part II Crimes.

St Joseph, MO P.D. ORI: MO0110100	Part One, Index Crimes – Arrest Totals										Part Two, Index Crimes – Arrest Totals								TOTAL Part I and Part II Arrests	
	One Month Snapshot, UCR Reporting										Partial List									
	Most Local Agency:	Murder	Manslaughter	Rape	Robbery	Aggravated Assault	Simple Assault	Burglary	Larceny	Motor Vehicle Theft	Arson	TOTAL Part I Offenses	Forgery	Fraud	Drugs	Gambling	DUI / BUI	Liquor Laws		All Other Arrests
St Joseph Police Dept	1		1	4	13	30	9	35	1		94	1	5	5		7	1	20	39	133

The department’s submission does not provide a complete picture of the reportable arrests that took place during the month for crimes occurring in the city. Other law enforcement agencies were involved and the MoUCR Program Office must collect the information from these agencies and combine it with the host agency’s report, thus the development and fielding of the 603 Report for state law enforcement agency and task force use. The totals from all agencies are reported in the FBI’s *Crime in the United States* Report and in the annual *Crime in Missouri Report*. A complete picture of crime in St. Joseph would show:

Political Subdivision of St Joseph	Part One, Index Crimes – Clearances by Arrest										Part Two, Index Crimes – Clearances								TOTAL Part I and Part II Arrests	
	One Month Snapshot, UCR Reporting										by Arrest, Partial List									
Most Local & Other Contributing Agencies:	Murder	Manslaughter	Rape	Robbery	Aggravated Assault	Simple Assault	Burglary	Larceny	Motor Vehicle Theft	Arson	TOTAL Part I Offenses	Forgery	Fraud	Drugs	Gambling	DUI / BUI	Liquor Laws	All Other Arrests	TOTAL Part II Arrests	
St Joseph PD	1		1	4	13	30	9	35			94	1	5	5		7	1	20	39	133
Buchanan Co Sheriff ⁽¹⁾						2					2					2			2	4
Troop H, MSHP ⁽²⁾		1				1			1		3			3		3		1	7	10
Mo State Water Patrol ⁽²⁾		1									1			2		2			4	5
Conservation Comm. ⁽²⁾											0			1					1	1
Liquor Control ⁽²⁾											0						3		3	3
Mo Fire Marshal ⁽²⁾										1	1								0	1
Gaming Comm. (Casino) ⁽³⁾											0		3		3				6	6
Drug Task Force ⁽⁴⁾											0			2					2	2
Andrew Co Sheriff ⁽⁵⁾			1								1									1
Mo Western State College ⁽⁶⁾																				
Totals for St Joseph ⁽⁷⁾	1	2	2	4	13	33	9	35	1	1	101	1	8	13	3	14	4	21	64	165

Note 1: While the Buchanan County Sheriff Department is an independent reporting agency, arrests made by sheriff’s deputies for crimes that took place and were reported as occurring within the city limits of St. Joseph are reported in the most local agency’s ORI. Had these crimes taken place in the county, but outside the city limits, the arrest would have been reported under the Buchanan County Sheriff’s ORI.

Note 2: For UCR purposes, state-level law enforcement agencies do not have a political subdivision. Criminal investigations and arrests made by state agencies are either reported directly to the MoUCR Program Office or by agreement to the host agency (for inclusion in that agency’s monthly report). In the above example, there are two manslaughter arrests. In this case, the MSHP investigated a motor vehicle accident on a federal highway inside the

city limits of St. Joseph where a driver was arrested for motor vehicular manslaughter. And, the MSWP investigated a boating accident where the operator of the boat was arrested for manslaughter.

Note 3: Crimes investigated and arrests made on gambling boats will be reported by agreement either directly to the host agency (for inclusion in the St. Joseph PD's report) or to the MoUCR Program Office where they will be keyed into the central repository.

Note 4: Crimes investigated and arrests made by multi-jurisdictional drug task forces will either be reported by the lead agency to the MoUCR Program Office or to the most local agency for inclusion in that agency's report.

Note 5: Clearances by arrest are reported in the jurisdiction where the crime took place. In this case, an Andrew County Sheriff's deputy made an arrest on a warrant issued out of the Buchanan County Circuit Court for a suspect wanted in St. Joseph for forcible rape. Remember, the purpose of this program is to document crime and clearance for political subdivisions – not to take credit (arrest activity) for police work.

Note 6: Missouri Western State College does not have an independently reporting police force. Since the college falls within the city limits of St. Joseph, campus crime would be reported to the MoUCR Program Office and incorporated into the City of St. Joseph's statistics.

Note 7: **The Totals Line will be made available to the public through the website public reports.** Law enforcement will have access to all the information for verification and elimination of potential duplication in reporting of activity. The figures represented in the Totals Line will be electronically forwarded to the FBI's CJIS for inclusion in the annual *Crime in the United States* report and to the Director, Missouri Department of Public Safety.

8.0 Basic Rules of Crime Reporting. The following rules are the most important general principles which guide the correct submission of monthly MoUCR reports.

8.1 The Most Local Jurisdiction Rule: To help insure that a reportable offense or arrest is counted once and only once, especially amongst agencies with overlapping jurisdictions, the FBI established the "most local" rule. Basically, this rule states that crimes and arrests should be reported to the UCR program by the most local law enforcement agency, that is, by the primary law enforcement agency representing the political subdivision of where the crime took place.

8.2 The Hierarchy Rule: If one person or group of persons commits several Index Crimes at the same time, the hierarchy rule must be used. That is, only count the offense that is the most serious among the Part I Index Crimes (as listed 1 through 7, plus Arson). Example: If a homicide (ranked #1) occurs during the commission of a burglary (ranked #5), report the higher of the two crimes, in this case, report only the homicide. The fact that a burglary precipitated the homicide is accounted for in the "circumstances" section of the Supplemental Homicide Report. There are two exceptions to the hierarchy rule:

Exception 1. When a motor vehicle is stolen that also contains valuable property, report only the motor vehicle theft – not a larceny and a motor vehicle theft. Include the value of all property stolen in the incident.

Exception 2. When arson and one or more other Index Crimes occur at the same time and location, report the most serious Part I Index Crime and arson. Example: Assume that the burglary and homicide took place at a residence and the offender set the house on fire to cover the crimes. In this case, both the murder and the arson would be reported.

8.3 The Hotel Rule: If a number of transient dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary, a crime against property, should be scored as one offense. Apartment complexes and commercial office space in one building do not apply here since the tenants are long-term. If two apartments are burglarized in one apartment complex, then two burglaries are scored. Another example would be the burglary of a public storage facility. Since such storage is generally long-term use, each unit that is broken into would be a separate offense for summary reporting purposes.

8.4 Scoring of Offenses. Once the Index Crimes have been classified (placed in the proper category using the "hierarchy rule" and "hotel rule"), they are then "scored" or counted. The governing rules follow:

Crimes against Persons (criminal homicide, forcible rape, and aggravated assault) score, or count one offense for each victim.

Crimes against Property (robbery, burglary, theft, motor vehicle theft, and arson) score, or count one offense for each **distinct operation**. The term “distinct operation” translates into those crimes not occurring at the same time and place. Exception - one motor vehicle theft is counted for each stolen vehicle whether or not the thefts occurred at the same time and location. (Example: If a car hauler loaded with 10 automobiles is stolen, report the theft of 11 motor vehicles – the hauler and the 10 automobiles.)

8.5 Scoring is a Law Enforcement Decision: The scoring of offenses by law enforcement should not be affected by the actions of other elements of the criminal justice system. If a department’s analysis determines that the offense meets the national UCR criteria for burglary, the crime should be reported as a burglary. And, a burglary should be cleared when the offender is arrested even if a warrant is issued for a lesser offense (trespass) or the charges against the person are reduced at a later date. Unless the department is vigilant, previously reported Part I Crimes will never be reported as cleared. In larger departments, an arrest on a warrant for trespass could get recorded without anyone knowing that the clearance should really apply to the burglary. Note: If a person is arrested for the burglary and is later acquitted of that charge the burglary arrest and crime clearance should not be changed in UCR records.

8.6 Amending/Adjusting Submitted Reports. At times, previously submitted reports will require adjustments. Example: You report an assault with a firearm in one month. Three months later, the victim dies and the crime is reclassified as a homicide. One assault must be deleted and a homicide must be added to reflect what actually took place. You should make these adjustments in one of two ways:

- You may elect to resubmit an amended paper report for the month requiring the adjustment, or make the adjustments in the current month’s report as long as these changes pertain to crimes committed in the current reporting year.
- Or, if you are using the web-based reporting method, you may go back and amend/adjust a previously submitted electronic report, or make the adjustments using negative numbers in the current month’s report as long as the corrections pertain to the current reporting year.

The Crime in Missouri report and the FBI’s *Crime in the United States* reports show crimes and crime clearances based upon activity for January 1 through December 31 of a given year. With the exception of reporting clearances, it is not acceptable to adjust a crime that was originally reported in October of one year in January of the following year. Both the Missouri and federal report programs accept adjustments of the previous year’s reporting data. However, in order to be published in the Crime in the United States report all 12 months of data must be at the MoUCR Program Office by mid-February of the following year. A department may continue to make and submit adjustments beyond the cut-off date; however, such will not appear in the final federal report. Example of an Amendment/Adjustment:

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE						
a MURDER & NONNEGLIGENT HOMICIDE	11	1		1		
b MANSLAUGHTER BY NEGLIGENCE	12					
4 ASSAULT TOTAL	40		1	-1		
a Firearm	41		1	-1		

Placing a “1” in the “Unfounded” block means that a previously reported aggravated assault is now considered false or baseless. Placing a “-1” in the “Actual Offenses” block clears out the assault. To fully correct the submission, place a “1” in the “Reported or Known to Police” block and a “1” in the “Actual Offense” block within the “Murder and Nonnegligent Homicide” row of the report.

- **Clearances and Unfounded Offenses.** Normally, unfounded offenses and clearances by either arrest or exceptional means will be reported in the month they take place without regard for the month or year the crime(s) were originally reported. (An agency may amend a previously submitted web-based report to show the clearance in the same month that the crime was reported; but only for the 24-month period that the web-based reports will be available on line.)

- **Adjustments to Supplemental Reports.** Circumstance: You investigate a reported forcible entry burglary of a residence that took place at night. \$100 cash was taken. The crime was reported on a previous month's reports (Return A and Supplement to Return A). Further investigation has now determined that no burglary took place. In order to correct the record, the Return A Report must be adjusted, along with the Supplement to Return A Report.

Adjusting the Return A Report (Remove the previously reported burglary.)

1	Data Entry	2	3	4	5	6
CLASSIFICATION OF OFFENSES		OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5 BURGLARY TOTAL	50		1	- 1		
A Forcible Entry	51		1	- 1		

Adjusting the Supplement to Return A Report (Remove the dollar value previously reported.)

Step One: On Page 1, show a "- \$100" in Column 2 A (Stolen) on the Currency, Notes, Etc. line and deduct the figure from the total line.

PROPERTY BY TYPE AND VALUE			
TYPE OF PROPERTY	DATA ENTRY	MONETARY VALUE OF PROPERTY STOLEN IN YOUR JURISDICTION	
(1)		STOLEN (2)	RECOVERED (3)
(A) CURRENCY, NOTES, ETC.	01	-\$100	\$

Step Two: On Page 2, show a "- 1" in the previously reported location/time of day block and burglary total field, as well as the monetary adjustment.

PROPERTY STOLEN BY CLASSIFICATION			
CLASSIFICATION	DATA ENTRY	NUMBER OF ACTUAL OFFENSES (COLUMN 4 OF RETURN A)	MONETARY VALUE OF PROPERTY STOLEN
5 BURGLARY - BREAKING OR ENTERING (A) RESIDENCE (DWELLING)			
NIGHT (6 P.M. – 6 A.M.)	51	- 1	-\$100
DAY (6 A.M. - 6 P.M.)	52		
UNKNOWN	53		
TOTAL BURGLARY	50	- 1	-\$100
GRAND TOTAL - ALL ITEMS	77		-\$100

If you do not understand the basic program rules above, please call the MoUCR Program Office for assistance/further explanation.

9.0 Detailed Discussion of the MoUCR Report Forms. The Missouri program consists of one master report (called the "Return A") and several supporting reports, referred to generically as the supplemental reports. A detailed discussion of each report follows below.

9.1 MoUCR Master Report, The Return A Report

At a minimum, the Return A Report is required from every reporting city, county and college campus law enforcement agency each month.

Note: This discussion of the Return A Report form necessarily involves discussing parts of the supplemental forms as well based upon the fact that data for many of the supplemental forms flows from the Return A form.

In November, 1929, the International Association of Chiefs of Police published a manual on uniform crime reporting. In the manual, the association suggested that three reports should be prepared by law enforcement agencies and forwarded to a national program. These were: the monthly return of offenses (Return A); the annual return of offenses (Return B); and the annual report of persons charged (Return C). The term "Return A" remains in effect today and this form serves as the nucleus of the MoUCR Program and most other reporting forms are either directly or indirectly related to it. The Return A consists of a simple count of all Part I, Index Crime incidents and clearances (excluding arson) which occur within a political subdivision each month.

9.1.1 Agency Header Information – The reporting agency should complete the agency specific information called for at the top of web-based reports and at the bottom of the paper forms. Note: Population will be taken from the decennial census figures during the first year of the decade and adjusted after that year as required.

9.1.2 Explanation of the Return A Report Columns:

1		2	3	4	5	6
CLASSIFICATION OF OFFENSES	Data Entry	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE

9.1.2.1 Column 1: Classification of Offenses – The Part I, Index Crimes (minus arson), along with reportable subcategories of these offenses are listed in Column 1. Offenses committed by juveniles should be classified in the same manner as those committed by adults even though the juveniles may be handled by juvenile authorities.

9.1.2.2 Column 2: Offenses Reported or Known to Police – All actual and attempted offenses that become known to an agency are reported in this column. Also include those offenses that are determined to be unfounded (falsely reported and those which are baseless or unproven). Also to be included in this column are any crimes committed in previous months, or even years, but which were, for whatever reason not known or reported until this month.

9.1.2.3 Column 3: Unfounded – that is, false or baseless complaints. Each unfounded case should be scored in this column. Unfounded incidents are those situations where the preliminary investigation reveals that no crime or attempt to commit a crime occurred, or where further investigation requires reclassifying a previously reported crime. Remember, an attempt is counted as if the crime actually took place. Recovery of stolen property, restitution, failure of a victim to cooperate, failure to prosecute, or clearance of a crime does not "unfound" an offense. (Refer to the comments on amending/adjusting previously filed reports above.)

9.1.2.4 Column 4: Number of Actual Offenses – To complete this column, the numbers in Column 3 are subtracted from those in Column 2 for each offense. The difference is the number of actual offenses that occurred in the jurisdiction for the reporting month.

9.1.2.5 Column 5: Clearances - Offenses (and Attempts) Cleared by Arrest or Exceptional Means – Enter the number of offenses cleared by arrest or exceptional means. Enter one for each offense that is cleared. Clearances are normally reported as they take place without regard for when the crime was reported. (See the Adjustments section above.) Example: It is not uncommon to report no actual

burglaries taking place in a report month; but still show a clearance (for a burglary) that was reported in a prior month, or even in a prior year. (The columns on the Return A do not have a direct, one-to-one relationship.)

Clearance by Arrest - *Do not count the number of persons arrested!* Example, two individuals commit a burglary. If both are arrested and charged with committing the burglary, it is counted as one crime cleared in Column 5. If only one of the two is arrested, you still show one crime cleared in Column 5. The total number of individuals arrested for a particular crime are accounted for on the two Age, Sex and Race of Persons Arrested Reports, not the Return A. Request for, or issuance of, an arrest warrant does not count as a clearance.

Exceptional Clearances - If all the following questions can be answered with a “yes” the offense can be cleared “exceptionally”:

Has the investigation determined that there is enough information to support an arrest and charging of a specific individual?

Is the exact location of this individual known so that subject could be taken into custody now?

Is there some reason outside law enforcement’s control that precludes arresting, charging, and prosecuting the offender?

Examples of exceptional clearances include: death (suicide, or justifiable homicide where the offender is killed by a police officer); deathbed confession or confession by offender already in custody; extradition denied; prosecuting attorney declines to pursue charges; or victim refuses to cooperate in the prosecution (however, this does not unfound the offense). The handling of a juvenile offender either orally or by written notice to parents is also included here.

9.1.2.6 Column 6: Number of Clearances Involving Only Persons Under 18 Years of Age – Enter the number of offenses cleared involving offenders under the age of 18 only. Example: If one offense is cleared by the arrest of adults, plus one offender under the age of 18, the clearance should be scored only in Column 5. If the crime involves only offenders under 18, the crime clearance must be scored in both Columns 5 and 6. Again, do not count the number of persons arrested, just the number of offenses cleared. Regardless of the number of offenders, one arrest clears the offense. Although no physical arrest is made, a clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities.

9.1.2.7 Administrative Comments – If no Part I Crimes or clearances occurred during the reporting month, enter zeros in each column of the Return A’s Grand Total row. Check the blocks in the section addressing the program’s supplemental reports.

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THERE IS NO ACTIVITY TO REPORT ON SUCH FORM.	
<input type="checkbox"/> NO SUPPLEMENTARY HOMICIDE, OR DOMESTIC VIOLENCE RELATED SUICIDE REPORT	<input type="checkbox"/> NO AGE, SEX AND RACE OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT
<input type="checkbox"/> NO SUPPLEMENT TO RETURN A REPORT	<input type="checkbox"/> NO AGE, SEX AND RACE OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT
<input type="checkbox"/> NO LAW ENFORCEMENT OFFICER KILLED OR ASSAULTED REPORT	<input type="checkbox"/> NO VOLUNTARY DOMESTIC VIOLENCE INCIDENT REPORT
<input type="checkbox"/> NO MONTHLY RETURN OF ARSON OFFENSE REPORT	<input type="checkbox"/> NO CLANDESTINE LAB SEIZURE REPORT

After the Return A and required supplemental reports have been completed, they should be forwarded to the MoUCR Program Office within four weeks of the end of the reporting month.

A comment section is included in the web-based report form. This free text area provides space for a reporting agency to enter comments and clarifications as the agency may require on the report. An example would be providing the rationale for the use of negative numbers (adjustments) on the report.

There are two additional categories used for homicide on the Supplemental Homicide Report (1c and 1d).
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9.2 Supplement to Return A Report, Property by Type and Value

The Supplement to Return A Report is a two page, two-part form that deals with the nature of crime and the monetary value of property stolen and recovered. It asks for the agency to list the type and real or estimated value of property stolen and recovered by category of the Part I, Index Crimes (See App. B). This report must be submitted with the monthly return if your agency had any actual Part I Crimes that were not assaults; even if no property was stolen.

9.2.1 Part One, Property Stolen by Type and Value. Page 1 of this report asks for the monetary value of property stolen and recovered by type and by value. The Stolen column is for property stolen from within the agency's jurisdiction. The recovered column is used to record the recovered value of property originally stolen from within the agency's jurisdiction, regardless of where the property is actually recovered. Ten specific areas are provided, with an eleventh miscellaneous field shown for those items that do not fit one of the other ten categories.

PROPERTY BY TYPE AND VALUE			
Type of Property		Monetary Value of Property Stolen in Your Jurisdiction	
(1)		Stolen (2)	Recovered (3)
(A) CURRENCY, NOTES, ETC.		\$	\$
(B) JEWELRY AND PRECIOUS METALS		\$	\$
(C) CLOTHING AND FURS		\$	\$
(D) LOCALLY STOLEN MOTOR VEHICLES		\$	\$
(E) OFFICE EQUIPMENT		\$	\$
(F) TELEVISIONS, RADIOS, STEREOS, ETC		\$	\$
(G) FIREARMS		\$	\$
(H) HOUSEHOLD GOODS		\$	\$
(I) CONSUMABLE GOODS		\$	\$
(J) LIVESTOCK		\$	\$
(K) MISCELLANEOUS		\$	\$
TOTAL		\$	\$

9.2.1.1 Classifying by Type and Value – All property can be classified in one of the 11 types offered by utilizing the following guidelines:

A. Currency, Notes, Etc. – Currency and legal documents that are considered negotiable in the open market. Stamp and coin collections are included. Checks which have not been properly countersigned and stolen credit cards are not included.

B. Jewelry and Precious Metals – Jewelry includes items generally used for the adornment of the person. Precious metals include those which have a high intrinsic value such as gold, silver, and platinum. Iron, aluminum and copper are not considered precious metals; but they might be jewelry (copper bracelets) and therefore have value and belong in this type class.

C. Clothing and Furs – Include all items worn (by humans) as well as accessories such as purses and wallets. If a wallet containing \$100 is stolen, the cash would be listed under "Currency, Notes, Etc." and the actual value of the wallet, minus depreciation should be recorded here.

D. Locally Stolen Motor Vehicles – As defined in Section 9.1.3.7., above.

E. Office Equipment – The focus in this classification is on productivity-enhancing equipment -- machines used in modern offices such as computers, printers and faxes. It also includes typewriters, adding machines, etc. It does not include furniture. Desks and chairs and other furnishings should be classified as miscellaneous.

F. Televisions, Radios, Stereos, etc. – Includes all items that are designed for the specific purpose of reproducing photographic images or sound. Camera equipment is included in this category.

G. Firearms – Items covered in this category are weapons that fire a shot by the force of an explosion. Notable exceptions are BB, pellet, air, or gas-powered guns.

H. Household Goods – General household items are included. Location is not important. Household goods can be stolen from a truck, residence, or other location.

I. Consumable Goods – Consumable are broadly defined as those items used by humans for nutrition, enjoyment, or hygiene and that no longer exist in the same form after use. Food is included, as well as gasoline, perfume, liquor, toiletries, etc.

J. Livestock – Normal farm animals are included. Common household pets (dogs, cats, birds) are excluded.

K. Miscellaneous – Items not accounted for above, to include vehicle parts, tools, boats, trailers, airplanes, household pets, etc.

9.2.1.2 Valuation of Stolen and Recovered Property – Property valuation is not an exact science. It is suggested that the reporting agency use the following methods to approximate the value of property stolen:

Fair Market Value – Use fair market value for property subject to depreciation for wear and tear, age, etc.

Wholesale Costs – Use for goods stolen from retail establishments. No markup or potential profit should be added in.

Victim's Evaluation – For jewelry, watches, etc., that have minimal depreciation.

Actual Cost – For cash and new or almost new articles.

Exaggeration – In most cases, the victim's evaluation can be relied upon. However, some victims may exaggerate the loss for insurance or sentimental reasons. The officer's judgment must be relied upon.

Nonnegotiable Instruments – The theft of nonnegotiable instruments should be scored on the Return A as Larceny-Thefts, but they have no value on the Supplement to Return A until/unless they are passed or cashed. Examples include: traveler's checks, personal checks, stocks/bonds, food stamps, etc., should have a zero value.

Negotiable Instruments – Bonds made payable to the bearer, etc., are valued at the current market value.

Value Upon Recovery – If property is recovered, the dollar value at the time of recovery should be used, even though it may be less than at the time stolen. Remember, only the jurisdiction that reported the property stolen can report the property recovered (even though the recovery was made by another agency). This rule applies to all stolen property, including automobiles.

Do not count damaged property. Do not consider or count restitution even if imposed by a court. Restitution does not equal recovery.

Do not use tick marks on the paper report forms. Use the whole number. Use "5", not "IIII".

Do not use cents. Instead, round off property amounts to the nearest whole dollar.

9.2.2 Part Two, Property Stolen by Classification. Part Two (page 2) of the Supplement to Return A Report asks for the monetary value of property stolen by Index Crime. Note: Assaults are not included based upon the rule that assaults that involve thefts are documented as robberies. Arson is also excluded on this report and dealt with on the separate Arson Report form, discussed later in this manual.

9.2.3 Murder and Nonnegligent Manslaughter and Forcible Rape. The number of actual offenses for these classifications and the value of property stolen incidental to these offenses are entered. Thefts associated with Manslaughter by Negligence are not considered.

9.2.4 Robbery. There are seven breakdowns on the Supplement to Return A, based upon the crime's location:

- a. Highway (streets, alleys, etc.)
- b. Commercial House (except c, d, and f) (Includes hotels, motels, stores, taverns, etc.)
- c. Gas or Service Station
- d. Convenience Store
- e. Residence (anywhere on the premises)
- f. Bank (Does not include strictly lending and finance institutions. These are commercial houses.)
- g. Miscellaneous (includes robberies occurring on or at waterways, churches, schools and other government buildings, doctor's and lawyer's offices, subways, trains/airplanes, etc.)

9.2.5 Burglary. Breaking or entering contains the subsets of residence and non-residence along with times of day (6 pm – 6 am, 6 am – 6 pm, and Unknown). Note: If a forcible or unlawful entry of a building is made and a television set and a motor vehicle are stolen, report one burglary, not motor vehicle theft (based upon the Hierarchy Rule). However, the value of motor vehicle stolen during the burglary will be listed on Page 1 of this supplement form under "D. Locally Stolen Motor Vehicle". The value of the television will be reported on Page 1 of the supplement under "F. Television, Radios, Stereos, Etc". The total loss is also reported on Page 2 of the supplement by location type and time of day.

9.2.6. Larceny by Value (Except Motor Vehicle Theft). Larcenies are broken down into three categories based upon monetary value (under \$50, \$50 - \$199, and \$200 +). Attempted Larceny-Thefts are scored in the under \$50 line, 6C. The monetary value should be \$0 for each attempted Larceny-Theft.

9.2.7. Larceny by Nature. Nine fields are offered on the Supplement to Return A:

6X(A). Pocket-Picking: The theft of articles from the person by stealth where the victim usually does not become immediately aware of the loss. Note: If force beyond simple jostling is used to overcome resistance of the victim, the offense should be scored as a strong-arm robbery.

6X(B). Purse-Snatching: The grabbing or snatching of a purse, handbag, etc., from the custody of the victim. Note: If more force is used than is actually necessary to snatch the purse, then the offense should be scored as a strong-arm robbery.

6X(C). Shoplifting: The theft by a non-employee of goods or merchandise exposed or offered for sale. This offense assumes that there was no trespass or unlawful entry involved.

6X(D). Thefts from Motor Vehicles. The theft of (normally personal) articles from a motor vehicle, whether the vehicle was locked or unlocked. Note: Even if force is used, e.g., to break a window, for purposes of reporting in accordance with the national UCR Program standards, report the theft of personal articles from a motor vehicle as a larceny, not a burglary. (Burglaries are from permanent structures.)

6X(E). Theft of Motor Vehicle Parts and Accessories: The theft of any part or accessory attached to the interior or exterior, or of any part or accessory necessary for the operation of a motor vehicle. Motors, gasoline, transmissions, CD players, and license plates are included in this category. Note: If you experience the theft of both personal articles and parts from the same vehicle, score as one larceny on the Return A, and as one larceny under either 6XD or 6XE on the Supplemental Report based upon which one had the highest value loss. Example: If someone steals a CD player (worth \$200) and several loose CDs (worth \$50) from the interior of a passenger vehicle, score as a theft of motor vehicle parts and accessories, not theft from motor vehicles on the Supplemental Report. Show the value as \$250.

6X(F). Theft of Bicycles: Report all thefts of bicycles, tricycles, tandem bikes, etc.

6X(G). Theft from Buildings: The theft from within a building which is open to the general public and where the offender has a legal access. Generally, these thefts differ from shoplifting since the property taken was not offered for sale.

6X(H). Theft from Coin-Operated Device or Machine: This crime includes all vending machines, parking meters, commercial washers/dryers, etc. If force was used to gain access to a building where the theft from the coin-operated device took place, score as a burglary.

6X(I). All Other Larcenies. This miscellaneous field provides an area to account for items not belonging in the above groups. They would include boats, trailers, airplanes, household pets, etc.

Hierarchy within Larcenies. On occasion, you will experience multiple larcenies committed at the same place and time by the same individual(s). In this case, show the act and the total dollar figure of the property involved in the subsection (6XA to 6XI) where the highest dollar loss is represented. Example: An offender takes the clerk's hand-held calculator from the sales counter and a shirt off-the-rack. For scoring purposes, if an offender takes the clerk's \$35 calculator and also steals a \$20 shirt off-the-rack, score as a theft from building versus a shoplifting event; but the total value taken would be \$55.

9.2.8 Motor Vehicle Theft. Enter the total number of motor vehicles stolen in the reporting jurisdiction for the month, along with the total value of those motor vehicles, and any vehicle contents.

9.2.9 Recovery of Stolen Motor Vehicles. Four sub-sets are provided. Enter the number of vehicles only, not the dollar value.

- (A) Stolen locally and recovered locally
- (B) Stolen locally and recovered by other jurisdictions
- (C) Total locally stolen motor vehicles (A + B)
- (D) Stolen in other jurisdiction and recovered locally

An example of the how the Return A Report and the Supplement to Return A Report are interrelated is located on the next page.

Remember – With the exception of assaults, attempts to commit other Part I crimes are recorded on both the Return A and the Supplement to Return A. On attempts, show the dollar value as \$0. For attempted larceny-thefts, show in the "Under \$50" line.

SUPPLEMENT TO RETURN A
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

THIS FORM DEALS WITH THE NATURE OF CRIME AND THE MONETARY VALUE OF PROPERTY STOLEN AND RECOVERED. THE TOTAL OFFENSES RECORDED ON THE OTHER SIDE OF THIS FORM SHOULD BE THE SAME AS THE NUMBER OF ACTUAL OFFENSES LISTED IN COLUMN 4 OF THE RETURN A FOR EACH CRIME CLASS. INCLUDE ATTEMPTED CRIMES ON THIS FORM, BUT DO NOT INCLUDE UNFOUNDED OFFENSES. IF YOU CANNOT COMPLETE THE REPORT IN ALL AREAS, PLEASE RECORD AS MUCH INFORMATION AS AVAILABLE.

PROPERTY BY TYPE AND VALUE			
TYPE OF PROPERTY (1)		MONETARY VALUE OF PROPERTY STOLEN IN YOUR JURISDICTION	
		STOLEN (2)	RECOVERED (3)
(A) CURRENCY, NOTES, ETC.	01	\$ 9,000	\$ 750
(B) JEWELRY AND PRECIOUS METALS	02	700	30
(C) CLOTHING AND FURS	03	300	300
(D) LOCALLY STOLEN MOTOR VEHICLES	04	42,045	21,700
(E) OFFICE EQUIPMENT	05	900	75
(F) TELEVISIONS, RADIOS, STEREOS, ETC.	06	1,500	983
(G) FIREARMS	07	6,052	3,705
(H) HOUSEHOLD GOODS	08	4,973	1,582
(I) CONSUMABLE GOODS	09	300	210
(J) LIVESTOCK	10		
(K) MISCELLANEOUS	11	14,347	10,932
TOTAL	00	\$ 80,117	\$ 40,267

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

Please mail forms to: Missouri State Highway Patrol
CRID/UCR Program Office
P.O. Box 568
Jefferson City, MO 65102-0568

Our Fax Number is: (573) 751-9382

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE					
a. MURDER AND NONNEGLIGENT HOMICIDE (score attempt as aggravated assault) If homicide reported, submit Supplementary Homicide Report	11	3	1	2	1
b. MANSLAUGHTER BY NEGLIGENCE	12	2		2	2
2 FORCIBLE RAPE TOTAL	20	4		4	3
a. Rape by Force	21	3		3	2
b. Attempts to commit Forcible Rape	22	1		1	
3 ROBBERY TOTAL	30	17		17	5
a. Firearm	31	7		7	3
b. Knife or Cutting Instrument	32	3		3	1
c. Other Dangerous Weapon	33	4		4	1
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34	3		3	
4 ASSAULT TOTAL	40	19		19	19
a. Firearm	41	1		1	
b. Knife or Cutting Instrument	42	5		5	
c. Other Dangerous Weapon	43	2		2	1
d. Hands, Fists, Feet, Etc. - Aggravated injury	44	2		2	2
e. Other Assaults - simple, Not Aggravated	45	9		9	
5 BURGLARY TOTAL	50	34		34	5
a. Forcible Entry	51	24		24	3
b. Unlawful Entry - No Force	52	9		9	2
c. Attempted Forcible Entry	53	1		1	
6 LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	147		141	79
7 MOTOR VEHICLE THEFT TOTAL	70	26		22	18
a. Autos	71	16	2	14	13
b. Trucks and Buses	72	4	1	3	3
c. Other Vehicles	73	6	1	5	2
GRAND TOTAL	77	252	10	241	132

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THERE IS NO ACTIVITY TO REPORT ON SUCH FORM

- | | |
|---|--|
| <input type="checkbox"/> NO SUPPLEMENTARY HOMICIDE, OR DOMESTIC VIOLENCE SUICIDE REPORT | <input type="checkbox"/> NO AGE, SEX, AND RACE OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT |
| <input type="checkbox"/> NO SUPPLEMENT TO RETURN A REPORT | <input type="checkbox"/> NO AGE, SEX, AND RACE OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT |
| <input type="checkbox"/> NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT | <input type="checkbox"/> NO VOLUNTARY DOMESTIC VIOLENCE INCIDENT REPORT |
| <input type="checkbox"/> NO MONTHLY RETURN OF ARSON OFFENSE REPORT | <input type="checkbox"/> NO CLANDESTINE LAB SEIZURE REPORT |

Supplement to Return A

Page 2 of 2

PROPERTY STOLEN BY CLASSIFICATION			
CLASSIFICATION	NUMBER OF ACTUAL OFFENSES (COLUMN 4 RETURN A)	MONETARY VALUE OF PROPERTY STOLEN	
1 MURDER AND NONNEGLIGENT MANSLAUGHTER	12	2	0
2 FORCIBLE RAPE	20	4	0
3 ROBBERY		9	\$1,289
(A) HIGHWAY (STREETS, ALLEYS, ETC.)	31		
(B) COMMERCIAL HOUSE (EXCEPT C, D, AND F)	32		
(C) GAS OR SERVICE STATION	33	2	\$260
(D) CONVENIENCE STORE	34		
(E) RESIDENCE (ANYWHERE ON PREMISES)	35	3	\$1,670
(F) BANK	36		
(G) MISCELLANEOUS	37	3	\$416
TOTAL ROBBERY	30	17	\$3,636
5 BURGLARY - BREAKING OR ENTERING			
(A) RESIDENCE (DWELLING)			
(1) NIGHT (6 P.M. - 6 A.M.)	51	4	\$2,929
(2) DAY (6 A.M. - 6 P.M.)	52	3	\$1,310
(3) UNKNOWN	53	4	\$1,171
(B) NON-RESIDENCE (STORE, OFFICE, ETC.)			
(1) NIGHT (6 P.M. - 6 A.M.)	54	17	\$1,494
(2) DAY (6 A.M. - 6 P.M.)	55	3	\$2,506
(3) UNKNOWN	56	3	\$300
TOTAL BURGLARY	50	34	\$9,710
6 LARCENY - THEFT (EXCEPT MOTOR VEHICLE THEFT)			
(A) \$200 AND OVER	61	74	\$15,972
(B) \$60 TO \$199	62	60	\$8,580
(C) UNDER \$60	63	7	\$175
TOTAL LARCENY (SAME AS ITEM 6X)	60	141	\$24,727
7 MOTOR VEHICLE THEFT (INCLUDE ALLEGED JOY RIDE)	70	22	\$42,045
GRAND TOTAL - ALL ITEMS	77		\$80,117

ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT

6X NATURE OF LARCENIES UNDER ITEM 6			
(A) POCKET-PICKING	81	26	\$9,031
(B) PURSE-SNATCHING	82	3	\$28
(C) SHOPLIFTING	83	69	\$1,240
(D) FROM MOTOR VEHICLES (EXCEPT E)	84	25	\$1,138
(E) MOTOR VEHICLE PARTS AND ACCESSORIES	85	1	\$25
(F) BICYCLES	86	1	\$135
(G) FROM BUILDING (EXCEPT C AND H)	87	1	\$90
(H) FROM ANY COIN-OPERATED MACHINES (PARKING METERS, ETC)	88	5	\$1,400
(I) ALL OTHER	89	10	\$11,640
TOTAL LARCENIES (SAME AS ITEM 6)	80	141	\$24,727
7X MOTOR VEHICLES RECOVERED			
(A) STOLEN LOCALLY AND RECOVERED LOCALLY	91	7	
(B) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	92	1	
(C) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (A & B)	90	8	
(D) STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY	93	1	

9.3 Age, Sex and Race of Persons Arrested (ASR) Report Forms

While Missouri law generally defines an adult as one who has reached their 17th birthday, UCR reporting breaks down the age of arrestees into 22 age groups which begin with those “under 10” and progress through those “65 and older”. The UCR Program uses two separate, but very similar forms to record the total number of persons arrested, cited, or summoned for criminal acts. One form is for those persons arrested who are 18 years of age and older, and another form for arrests of persons under 18 years of age. (See Appendix C and D.) Emancipation of a juvenile is not considered. ASR Report forms provide a place to document the total number of arrestees for both Part I and Part II crimes.

Example: If you report one robbery where four people were arrested for the crime, you report one robbery and one crime clearance on the Return A. On these two ASR reports, you expand upon that clearance by listing all four persons arrested by their age, sex, and race. No attempt is made to link the number of arrests with any one particular crime incident. In other words, the number of clearances reported on the Return A will not necessarily match the number of persons arrested on the ASR reports.

Note: The 1984 edition of the Uniform Crime Reporting Program (the FBI Green Book) shows ethnic origin (Hispanic/non-Hispanic) as an additional field on this report. After publication, a decision was made not to require the collection of ethnic origin information on this report form. The MoUCR Program Office will not track or report ethnic origin information on arrestees. Hispanics should be reported in the most appropriate of the four specified races.

9.3.1 Completion Considerations for the ASR Report Forms. If a person is arrested on multiple charges within the same crime incident, only the most serious charge is scored. (Report the number of persons arrested, not on the number of crimes committed by an individual.) If there are multiple Part I, Index Crime charges within the same crime incident, use the same hierarchy rules as used for the Return A. Each Part I arrest is more serious than any Part II arrest. However, if all charges involve only Part II arrests, the agency should score whichever Part II arrest it considers the most serious.

Remember, the summary-based UCR Program has been in existence since 1929. Criminal acts that were unheard of when the indexes were agreed to may now be of serious concern (e.g., weapons of mass destruction, methamphetamine labs). But, to keep the data standardized for comparison purposes across the years, the FBI has resisted changing the summary reporting system in favor of converting to the more robust incident-based reporting (NIBRS).

Example: An officer sees a man stealing anhydrous ammonia from a tank at a farm supply store and watches him get back into his van. As the man attempts to drive off the lot, the officer stops the van. Upon approaching the van, the officer sees an operational methamphetamine lab in the back of the van. The man is arrested on the scene. The anhydrous theft is a Part I crime; the drug violation is a Part II crime. While manufacturing methamphetamine is considered a more serious crime than stealing fertilizer, the UCR hierarchy rules dictate that you score the arrest for “6 Larceny-Theft”, the Part I Index Crime and not “18C Manufactured Narcotics”, a Part II crime.

Arrests are scored whether they involve a state statute or local ordinance equivalent.

For many arrest categories, officers will issue a citation or summons instead of taking a person into custody (physical arrest) to be formally charged. Persons cited and summoned, as well as those arrested without a formal charge should be counted as arrests. Persons taken into custody for their own protection (e.g., detoxification, victims of child abuse) should not be scored as being arrested. However, juvenile runaways are counted as an exception to the protective custody rule and are scored on the Under 18 ASR Report.

Remember to score drug-related arrests on three lines of the ASR Report – the drug total line, the possession or sale sub-total line, and one type of substance line. An arrest for possession with intent to deliver should be scored as a sale/manufacturing arrest. Clandestine drug laboratory seizures should be

further documented on the Drug Enforcement Administration (DEA) Form 612 (a copy of which is attached at Appendix H at the end of this manual.)

Persons arrested for aiding/abetting, conspirators, solicitors, and accessories should be counted in the offense classification in which they were involved. (Accessory to murder would be counted as an arrest for criminal homicide.) Persons arrested for attempting to commit a reportable offense are scored as if the offense took place.

If it is determined that an offender who is already in custody has committed other crimes, additional arrests should not be scored. Score the original arrest only. However, if the other crimes were Part I Index Crimes, they should be cleared by exceptional means by the originating agency. Example: During a traffic stop, a state trooper discovers that the driver is in possession of a concealed weapon and arrests the driver on that charge. Later, while still in custody on the weapons charge, the officer learns that the driver is wanted for committing multiple homicides in another jurisdiction. The trooper would show the arrest for the weapons charge and the originating agency on the homicides would show the crimes as cleared by exceptional means, already in custody.

The reverse holds true – if you encounter a crime (singular) where five persons were all arrested as offenders, you report all five arrests on this form even though you show one clearance on the Return A. **Remember, the purpose of the report is to count the number of persons arrested, not the number of criminal acts that a particular individual or individuals have committed.** There is no one-to-one relationship between the criminal clearance blocks on the Return A and the number of persons arrested block on the Supplemental ASR Reports.

Persons arrested for other jurisdictions (e.g., warrant arrests) should not be scored on these two forms. The warrant applying agency, that is, the most local agency/jurisdiction where the crime occurred will count the arrest, and thus avoid duplication of reporting. Although most agencies will probably maintain a separate record of such arrests for departmental administrative use, they again should not be included on these reports. Arrests for federal offenses should be included only when the arrest is for a federal crime which occurred in the reporting agency's jurisdiction and the offense is also a crime under Missouri law.

9.3.2 Juvenile-Specific Reporting. At the top of the Age, Sex and Race Report, Under 18 Years of Age, is a block that provides for the disposition of juveniles (see figure below). Depending on the seriousness of the offense and the juvenile's prior criminal record, a juvenile may be warned by the police and released to parents, relatives, friends, or guardians. Juveniles may also be referred to the probation department or some other branch of the juvenile court; to welfare agencies; to other law enforcement agencies; or in the case of serious offenders to criminal or adult court by waiver of the juvenile court.

POLICE DISPOSITION OF JUVENILES—NOT TO INCLUDE NEGLECT OR TRAFFIC CASES

1	Handled within Department and released. (Warning, released to parents, etc.)	
2	Referred to juvenile court or probation department.	
3	Referred to welfare agency.	
4	Referred to other police agency	
5	Referred to criminal or adult court.	

Use Missouri Law's definition of "juvenile" (under age 17) in this small section and in this small section only.

For UCR reporting purposes, score a juvenile as an "arrest" if the circumstances are such that, had the juvenile been an adult, an arrest/citation/summons would have been issued. Exception: Minors charged with the infraction of possessing tobacco products are scored as arrests in Crime Classification 26, All Other Offenses.

To complete the Police Disposition block, record each "arrest", as follows:

1. The number handled within the department and released – involves cases where the juvenile is warned by the police and released to parents, guardians, relatives, or responsible friends. Count on the ASR Report.
2. The number referred to juvenile court or probation department – Each juvenile referral is scored as an arrest on the ASR.
3. The number referred to welfare agency – Each juvenile referral is scored as an arrest on the ASR.
4. The number referred to other police agency – This block addresses (1) juveniles arrested by a department at the request of another law enforcement agency, (2) juveniles who commit crimes in one jurisdiction but reside in another and are turned over for handling to their home jurisdiction, or (3) juveniles who commit crimes in the reporting agency's jurisdiction but have also committed crimes in their home jurisdiction and are turned over to the latter for handling. Arrests for this category are counted in this block only. The arrests are reported by the most local jurisdiction for where the crime took place. Do not score on the ASR portion of this report.
5. Referred to criminal or adult court. Same as 2, above. Even though juveniles may be adjudicated as an adult, they should be reported on the Under 18 ASR Report.

Note: The sum total of "arrests" listed 1 through 5 in the disposition section may not equal the number recorded in the body of the ASR Report since only those committing an offense in your jurisdiction are to be scored in the arrest portion of the form. (See 4 immediately above.)

9.4 Law Enforcement Officers Killed and Assaulted (LEOKA) Report

The LEOKA report is used to report line-of-duty felonious or accidental killings/deaths and assaults upon your department's (possessive) officer. While all other MoUCR report forms emphasize the fact that crimes and clearances are to be reported in the most local political subdivision without regard for which law enforcement agency was involved in the investigation or clearance, completing and forwarding the LEOKA Report is the responsibility of the department whose officer was killed or assaulted.

Example: A sheriff's deputy makes a traffic stop inside the city limits. During the stop, the deputy is struck in the face by the driver. The driver is subsequently arrested. The city police (the most local agency) should report one aggravated assault (4D) on its Return A Report. The sheriff should complete and forward the LEOKA Report. (See Appendix E.) If no department officers are killed or assaulted during a given month, this form should not be submitted, however, the "No Law Enforcement Officer Killed or Assaulted" block should be marked on the Return A.

Nationally, law enforcement agencies have varying definitions as to who may or may not qualify as a "law enforcement officer", and when an officer's death should be classified as "on-duty" or "off duty". According to the FBI, the main purpose of the LEOKA Program is to identify situations and statistically describe what has happened in these incidents. For purposes of uniformity, the following definitions must be used when classifying and scoring LEOKA events for UCR purposes:

Law Enforcement Officer. All officers, sworn by their respective governmental authorities, to uphold the law and safeguard the rights, lives and property of our citizens. They must have full arrest powers and be members of a public governmental law enforcement agency organized for the purposes of keeping order and for preventing and detecting crimes, and apprehending offenders. The law enforcement officer must be paid from government funds specifically set aside for payment to sworn police law enforcement representatives and have, as their primary duties work such as performing routine patrol, enforcing criminal laws and traffic regulations and investigating violations of criminal laws and traffic accidents.

Those individuals employed in the criminal justice system but involved in protective, prosecutorial, or confinement activities are not incorporated in the UCR/LEOKA Program.

Public Governmental Law Enforcement Agency. Any agency, organized and governmentally authorized to enforce criminal law, arrest violators and keep public order.

9.4.1. Part One, Officers Killed - If a sworn officer with full arrest powers is killed in the line of duty by a felonious act, accident or negligence, enter the number of officers killed at the top of the form. No further information is called for; but insure that full contact information is provided to assist the FBI with contacting your department. Once notification of an officer's death is received, a questionnaire entitled "Analysis of Law Enforcement Officers Killed and Assaulted" will be forwarded to the agency by the FBI. This form requests additional details on the incident. Information on two federal programs (a comprehensive program overseen by the U.S. Department of Labor and the Public Safety Officers' Benefits Program administered by the U.S. Department of Justice) will also be furnished to the agency. These programs provide benefits to survivors of law enforcement officers killed in the line of duty. If circumstances dictate, the death would also be reported on the Supplemental Homicide Report, and on the Return A Report, Column 4, "Criminal Homicide". Definitions:

Line of Duty Police Killing. (1) A law enforcement officer who is feloniously or accidentally killed while on duty and while acting in an official capacity; or (2) A law enforcement officer who is feloniously or accidentally killed while officially off duty but acting in an official capacity, i.e., reacting to a situation which would ordinarily encompass the scope of his/her official duties as a law enforcement officer. Note: Suicides and deaths caused by heart attacks are not included. Military personnel are not included.

Felonious Law Enforcement Officer Killing. When a law enforcement officer is killed while performing his or her official duties and as a direct result of a criminal act by a subject.

Accidental Law Enforcement Officer Killing. When a law enforcement officer dies as a result of an accident while performing his or her official duties. Examples of this situation are: being struck by a vehicle while directing traffic; a motor vehicle accident while on patrol or involved in a pursuit; and airplane or helicopter crash while on patrol; and fire-related death or drowning while involved in a rescue attempt.

9.4.2. Part Two, Officers Assaulted – The section of the form entitled "Officers Assaulted" is provided for reporting assaults on sworn law enforcement officers. All assaults should be counted on this form if such: (1) resulted in serious injury or, (2) one in which a weapon was used which could have caused serious injury or death. Other assaults not causing injury should be included if they involved more than verbal abuse or minor resistance to an arrest. For example: A road officer stops a vehicle for excessive speed. The driver of the vehicle reaches out of the open window and strikes the officer. Although no injury to the officer was received, a LEOKA form must be completed. If an officer was directly assaulted with a firearm, knife or other cutting instrument, where the officer received personal injury, the Program Office will forward a questionnaire to the reporting agency for completion.

In situations where an officer was the victim of an aggravated assault while responding to or taking necessary action at the scene of a crime, the Hierarchy Rule must be followed. Example: An officer is assaulted at the scene of a robbery in progress. Score the "3 Robbery", not the "4 Aggravated Assault" on the Return A. The assault is recorded on the LEOKA Report in the robbery section and not the "attempting other arrests" section since robbery is higher than assault in the hierarchy of Part I, Index Crimes. If the officer were the victim of an "4 Aggravated Assault" as the scene of a "5 Burglary" in progress, the assault would be scored on both the Return A and on the LEOKA since assault is higher than burglary in the hierarchy of crimes.

The report asks for assault information by type of activity the officer(s) was involved in, type of weapons used, and the type of assignment. The following definitions apply:

Column F (Two-Officer Vehicle) and Columns G and H (One-Officer Vehicle) pertain to uniformed officers.

Columns I and J (Detective or Special Assignment) apply to nonuniformed officers.

Columns K and L (Other) apply to officers assaulted while in other capacities, such as foot patrols, off duty, etc. The term “assisted” refers to law enforcement assistance only.

When an assault is cleared (as with an arrest or by exceptional means), an entry should be made under Column M for the associated activity. Count the clearance by arrest or exceptional means, but not the number persons arrested for the assault.

If more than one type of weapon was used to commit a single assault, select the single most serious one involved starting with a firearm and working through personal weapons. (Do not enter any other different types of weapons.)

At the bottom of the form, complete the blocks relating to number with and without personal injury and time of assault(s). Also provide your agency’s incident or case number if the assaulted officer was injured with a firearm or a knife or other cutting instrument. (Incident case numbers are not available on the web-based forms at this time.)

9.5 Monthly Return of Arson Offenses Known to Law Enforcement Report

This is a one page report. The first six columns of the report are the same as on the Return A Report. The Arson Report however asks for additional information on: (Column 7) the number of structures which were uninhabited, abandoned, or not (normally) in use at the time of the crime; and, (Column 8) the estimated value of the damage to the property and its contents. (See Appendix F).

Arson is defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Since arson is a crime against property; score one offense per distinct criminal operation. The Hierarchy Rule does not apply to arson. Arson is always reported even in multiple-offense situations.

Only fires determined through investigation to have been willfully or maliciously set are to be classified as arsons. Attempted arsons should be included, but fires of suspicious or unknown origins should not be reported. If an arson is started in one jurisdiction but spreads to another (from inside the city limits to outside the city, but in the county) it should be reported by the jurisdiction in which the fire originated, the city in this case. If an arson is started at one point, but spreads to others, the point of origin is used to report the crime. (Example: A person sets his car on fire and the fire spreads to an adjacent residence. The arson causes \$4,500 damage to the car and \$100,000 to the residence. The arson would be reported as “Mobile, Motor Vehicle” with the damage estimated at \$104,500.)

The rows on the Arson Report are grouped together in three property classifications: Structural, Mobile, and Other.

9.5.1 Structural. Part One, addresses arsons and attempted arsons to permanent structures. It is broken down into seven categories, as follows: Single Occupancy Residential, Other Residential, Storage, Industrial or Manufacturing, Other Commercial, Community/Public, and, All Other Structures. Note: A house trailer or other (normally) mobile unit that is permanently fixed as an office, residence, or storehouse should be considered a structure for purposes of completing this form.

9.5.2 Mobile. Part Two addresses arson and attempted arsons to mobile property. It is further broken down into two categories, as follows: Motor Vehicle, and Other Mobile Property.

9.5.3 Other Arsons. The report also provides an area (Section J) for reporting other, non-structural fires which would include crops, timber, fence lines, billboards, etc.

Whenever an arson is committed in conjunction with another offense involving the theft of money or property, the value of property stolen is entered on the Supplement to Return A Report in the appropriate categories. The value of property and contents damaged as a result of the fire is listed on the Arson Report opposite the correct property classification. Example: A restaurant was forcibly entered at night, the safe opened, and \$2,000 was taken. In an attempt to cover the burglary, the burglar then poured gasoline on the floor, ignited it and caused \$50,000 in damage to the property and its contents. In this case, the \$2,000 would be noted in both the currency area and burglary section of the Supplement to Return A Report. The \$50,000 damage should be recorded on the Arson Report.

PROPERTY STOLEN BY CLASSIFICATION			
RETURN A CLASSIFICATION	DATA ENTRY	NUMBER OF ACTUAL OFFENSES (COLUMN 4 OF RETURN A)	MONETARY VALUE OF PROPERTY STOLEN
5 BURGLARY - BREAKING OR ENTERING (B) NON-RESIDENCE (STORE, OFFICE, ETC.)			
NIGHT (6 P.M. - 6 A.M.)	54	1	\$2,000
DAY (6 A.M. - 6 P.M.)	55		
UNKNOWN	56		

Note: The \$2K amount stolen is also entered on Page One of the Supplement to Return A Report.

ARSON REPORT	2	3	4	5	6	7	8
1 Property Classification	Offenses Reported or Known to Police (Include Unfounded and Attempts)	Number Unfounded (False or Baseless Complaints)	Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	Number of Clearances Involving Only Persons Under 18 Years of Age	Offenses Where Structures Uninhabited abandoned, or not Normally in Use	Estimated Value of Property Damage

E. Other Commercial (Stores, Restaurants, Offices, etc.)	1		1				\$50,000
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9.5.4 Estimating Structure Values for Arson Fires. The below shown estimates and ranges were taken the *Building Standards Magazine* (March-April 2002). The *BOCA National Building Code* types (Type I through Type V—1-Hour) were considered. The Missouri regional multiplier of 0.87% has been calculated into the figures provided. These are low and high estimates for replacement costs of the structure only. The value of contents damaged or destroyed must also be added to determine the complete arson loss estimate for Column 8 of the Arson Report.

Apartment Houses	Low \$55.51	High \$95.00	Jails	Low \$94.92	High \$138.42
Auditorium	Low \$61.94	High \$91.18	Libraries	Low \$70.47	High \$101.27
Banks	Low \$90.92	High \$128.85	Medical Offices	Low \$75.69	High \$103.97
Bowling Alleys	Low \$32.54	High \$48.29	Office Buildings	Low \$59.25	High \$92.92
Churches	Low \$61.60	High \$86.30	Private Garage	Low \$14.44	High \$23.84
Convalescent Hospitals	Low \$81.17	High \$121.10	Public Buildings	Low \$79.69	High \$107.36
Dwellings	Low \$58.55	High \$84.30	Public Garages	Low \$24.36	High \$42.54
Basements	Unfinished \$12.70	Finished \$20.18	Restaurants	Low \$74.56	High \$84.74
Fire Stations	Low \$61.77	High \$99.53	Schools	Low \$63.16	High \$96.74
Home for the Elderly	Low \$70.12	High \$90.22	Service Stations	Low \$51.94	High \$60.99
Hospitals	Low \$112.14	High \$141.98	Stores	Low \$41.50	High \$71.69
Hotels & Motels	Low \$64.99	High \$87.87	Theaters	Low \$61.94	High \$95.53
Industrial Plants	Low \$26.10	High \$49.50	Warehouses	Low \$23.93	High \$42.98

Mini Warehouse	Low \$21.30	High \$38.25
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9.6 Supplemental Homicide Report (SHR)

A separate form is provided for documenting all murders and non-negligent homicides; manslaughters by negligence; justifiable homicides; and domestic violence-related homicides and suicides. The MoUCR SHR deviates from the FBI standard SHR report. Instead of writing in words or phrases for the weapons, relationships, and circumstances, the Missouri form utilizes the FBI's automated data processing program codes. The 14 columns on the report are straightforward. (See Appendix G.)

9.6.1 Column 1: Incident Number - Enter a department-unique number of up to 10 characters in length. Enter one number per incident. One incident may involve more than one victim and/or offender. Example: A man kills four family members, then commits suicide. All five deaths will be documented on this report; but only one incident number would be used for all five victims.

9.6.2 Column 2: Type Homicide - Note: This column is not found on the FBI SHR. The FBI report addresses "1A" on the front side and "1B" on the backside of their report form. The MoUCR Program adds "1C" and "1D" and eliminates the need for submitting a two-page report unless the number of victims and offenders exceed the lines provided. Possible entries are:

- 1A = Murder and non-negligent homicide
- 1B = Manslaughter by negligence
- 1C = Justifiable homicide
- 1D = Domestic violence-related suicide

9.6.3 Column 3: Situation - Enter one situation for each incident based upon the number of victims and offenders. The utilization of a new situation code will signify the beginning of a new murder situation. The situation codes are "keyed" to the victim, that is, list each victim only once. The options are:

- A = where there is one victim and one offender.
- B = where there is one victim and unknown offender(s).
- C = where there is one victim and multiple offenders.
- D = where there are multiple victims and one offender.
- E = where there are multiple victims and multiple offenders
- F = where there are multiple victims and unknown offender(s.)

In single victim/single offender situations (Code A), the age, sex, race and ethnic origin of both the victim and offender will appear directly opposite each other on the same line. Example:

INCIDENT #, TYPE, SITUATION			VICTIM INFO				OFFENDER INFO				WEAPON(S)	RELATIONSHIPS	CIRCUMSTANCES				
1	2	3	4	5	6	7	4	5	6	7	8	9	10	11	12	13	14
123456	1A	A	25	F	W	N	27	M	W	N	12	WI	40	H	N	Y	N

In those situations where a single victim is killed by two or more offenders (Code C), the age, sex, race and ethnic origin of the victim should be set forth alongside the same data for the first offender. Information on the other offender(s) is listed on a separate line(s) under that for the first offender. In the example below, we have one female victim killed during a robbery by two men using personal weapons:

INCIDENT #, TYPE, SITUATION			VICTIM INFO				OFFENDER INFO				WEAPON(S)	RELATIONSHIPS	CIRCUMSTANCES				
1	2	3	4	5	6	7	4	5	6	7	8	9	10	11	12	13	14
123456	1A	C	25	F	W	N	27	M	W	N	40	UN	03				
123456	1A	C					23	M	W	N	40	UN					

In those situations where two or more victims are killed by a single offender (Code D), it is necessary to set forth not only the age, sex, race and ethnic origin of each victim, but to list opposite each victim the age, sex, race and ethnic origin of the offender. This situation will not result in the multiple counting of offenders since the situation code will indicate only one offender was involved. Example:

INCIDENT #, TYPE, SITUATION			VICTIM INFO				OFFENDER INFO				WEAPON(S)	RELATIONSHIPS	CIRCUMSTANCES				
1	2	3	4	5	6	7	4	5	6	7	8	9	10	11	12	13	14
123456	1A	D	25	F	W	N	27	M	W	N	12	AQ	18				
123456	1A	D	26	M	W	N	27	M	W	N	12	AQ	18				

When multiple victims are killed by multiple offenders (Code E), the age, sex, race and ethnic origin of each victim followed by each of the offenders should be entered. Example two men are killed by two other men in a drug-related homicide:

INCIDENT #, TYPE, SITUATION			VICTIM INFO				OFFENDER INFO				WEAPON(S)	RELATIONSHIPS	CIRCUMSTANCES				
1	2	3	4	5	6	7	4	5	6	7	8	9	10	11	12	13	14
123456	1A	E	25	M	W	N	27	M	W	N	12	OK	18				
123456	1A	E	30	M	W	N	25	M	B	N	12	OK	18				

Note: For sorting purposes, the MoUCR Program computer system requires the incident number, homicide type and situation coding be placed against each victim and each offender.

9.6.4 Column 4: Age of All Victims and Offenders - The options are:

IN = In Vitro (within the womb) See note below
 NB = newborn and up to one week old
 BB = over one week; but less than one year old
 01 to 99(+) = the actual age, if known Persons aged 100 and over should be reported as "99"
 00 = unknown

Note: "IN" (In Vitro) may be entered at the reporting department's discretion. "IN" will not be reported in the state's statistics or reported to the FBI for inclusion in the national statistics. The FBI age data is restricted to those who would be eligible for issuance of a certificate of live birth, which excludes In Vitro.

9.6.5 Column 5: Sex of All Victims and Offenders - The options are: M = Male, F = Female, or U = Unknown

9.6.6 Column 6: Race of All Victims and Offenders - The options are: W = White, B = Black, I = American Indian or Alaskan Native, A = Asian or Pacific Islander, U = Unknown

9.6.7 Column 7: Ethnicity of All Victims and Offenders - While not collected on the ASR Reports, the national program calls for ethnicity data on the Supplemental Homicide Report. The options are: H = Hispanic Origin, N = Not of Hispanic Origin, U = Unknown Origin

9.6.8 Column 8: Weapons Used - Enter the code for the weapon which most likely caused the death. If a firearm was a full automatic, add "A". Example: a military M-16 rifle would be coded as "13A".

11 = Unknown Firearm	30 = Blunt Instrument	65 = Fire/Incendiary
12 = Handgun	35 = Motor Vehicle	70 = Drugs/Narcotics
13 = Rifle	40 = Personal Weapons	75 = Drowning
14 = Shotgun	50 = Poison	80 = Strangling/Hanging
15 = Other Firearm	55 = Pushed/Thrown Out of Window	85 = Asphyxiation
20 = Cutting Instrument	60 = Explosives	90 = Other (Unknown)

9.6.9 Column 9: Relationships - The summary reporting system groups relationships in two major areas, plus a catch-all area for those that do not fit the standard fields. Enter the single most descriptive code for each victim in relationship to the offender from the choices offered below:

Group One – Within the Family

HU = Husband
 WI = Wife
 CH = Common-Law Husband
 CW = Common-Law Wife
 MO = Mother
 FA = Father

Group Two – Outside the Family, But Known to the Victim

NE = Neighbor
 AQ = Acquaintance
 BF = Boyfriend
 GF = Girlfriend
 XH = Ex-Husband
 XW = Ex-Wife

Group One (Continued) – Within the Family

SO = Son
 DA = Daughter
 BR = Brother
 SI = Sister
 IL = In-Law
 SF = Stepfather
 SM = Stepmother
 SS = Stepson
 SD = Stepdaughter
 OF = Other Family Member

Group Two (Continued) – Outside the Family, But Known to the Victim

EE = Employee
 ER = Employer
 FR = Friend
 HO = Homosexual/Lesbian Relationship
 OK = Otherwise Known to the Offender

Group Three - Other

ST = Stranger
 UN = Unknown or Can't Determine
 VO = Victim was Offender

When coding relationships, remember to start with the victim. In other words record the victim's relationship to the offender. Example, if a parent murders his son, the relationship chosen would be "SO".

Note: "VO" Victim was Offender. This classification would include such things as a double-murder where two people kill each other as in a barroom brawl or a duel amongst multiple willing participants. For Missouri reporting purposes, the "VO" relationship code should also be used when reporting domestic violence-related suicides.

If the offender in a domestic violence-related homicide commits suicide before being taken into custody, the suicide of that offender may be noted as an exceptional clearance on the Return A Form for the homicide. The domestic violence-related suicide itself would not be reported on the Return A Form. In addition, the information collected on the Supplemental Homicide Report (SHR) for the suicide will not be forwarded to the FBI and therefore would not be included in the *Crime in the United States* report.

Example: A husband and wife get into an argument. The husband kills the wife and then kills himself. The reporting agency would report one domestic violence-related homicide cleared exceptionally on the Return A form, and would report both the homicide and the suicide on the SHR.

9.6.10 Column 10: Circumstances - Enter the single most appropriate/descriptive reason behind the act taken from the list below:

Murder (1A) was Associated with:

01 = Independent Act of Murder
 02 = Rape
 03 = Robbery
 05 = Burglary
 06 = Larceny/Theft
 07 = Motor Vehicle Theft
 09 = Arson
 10 = Prostitution/Commercial Vice
 17 = Other Sex Offense
 18 = Narcotics/Drug Laws
 19 = Gambling
 41 = Child Killed by Babysitter
 42 = Brawl – Influenced by Alcohol
 43 = Brawl – Influenced by Drugs
 44 = Argument over Money/Property
 45 = Other Argument
 46 = Gangland Killing
 47 = Juvenile Gang
 48 = Institutional/Prison Killing
 49 = Sniper Attack/Ambush
 70 = Other Felony Suspected
 26 = Other Felony Involved
 60 = Non-Felony Involved
 99 = Unable to Determine

For Justifiable Homicide (1C):

80 = Felon Killed by Private Citizen
 81 = Felon Killed by Police

For Manslaughter by Negligence (1B):

50 = Hunting Accident
 51 = Gun-Cleaning Accident
 52 = Child Playing with Weapon
 53 = Other Negligent Handling of Gun
 59 = All Other Negligent Manslaughter
 except MV traffic fatalities,

For Domestic Violence-Related Homicides and DV Suicides (1D)

40 = Domestic Violence
 Note: "40" is classified as "Lover's Triangle" in the FBI ADP Policy Guidelines Manual. It had been converted to simply "Domestic Violence" to meet Missouri's unique reporting requirements.

9.6.11 Column 11: Modifier for Domestic Violence (40) or Justifiable Homicide (80/81) – If relationship "40", "80" or "81" was used in Column 10, Circumstances, provide the appropriate additional information.

9.6.11.1 For Justifiable Homicide (80 or 81). Select one of the following modifiers:

A = Felon attacked police officer,
 B = Felon attacked a fellow police officer,
 C = Felon attacked a civilian.
 D = Felon attempted flight from a crime.
 E = Felon killed during commission of a crime.
 F = Felon killed resisting arrest.
 G = Not enough information to determine.

9.6.11.2 For Domestic Violence Homicides & Suicides (40). Per RSMo 455.543, select the single most descriptive code that applies to both the Victim and the Offender. (Note: This is an example of where the national program and the state program are redundant and overlapping in some cases.) The codes are:

H = Victim and Offender were spouses;
 J = Victim and Offender were former spouses;
 K = Victim and Offender were related by blood;
 L = Victim and Offender were related by marriage;
 M = Victim and Offender were presently residing together or have resided together in the past;
 N = Victim and Offender were involved in a continuing social relationship of a romantic nature; or
 P = Victim and Offender have a child in common independent of whether they had been married or resided together in the past.
 Q = Victim and Offender were the same person. If so, use "N" in Columns 12, 13, and 14.

9.6.12 Column 12 Additional DV Modifier – Court Orders of Protection - If "40" was selected in Column 10, answer the following question: "Had the victim or offender previously filed a court order of protection?" Response: Y = Yes; N = No; U = Unknown

9.6.13 Column 13 Additional DV Modifier – Previous Incident with Offender - If "40" was selected in Column 10, answer the following question: "Had there been a previous investigation or report of an alleged incident of domestic-related violence against the victim by the offender?" Response: Y = Yes; N = No; U = Unknown

9.6.14 Column 14 Additional DV Modifier – Previous Incident with Victim - If "40" was selected in Column 10, answer the following question: "Had there been a previous investigation or report of an alleged incident of domestic-related violence against the offender by the victim?" Response: Y = Yes; N = No; U = Unknown

Example: A man kills his wife (WI), his son (SO), and his wife's lover (OK); then commits suicide (VO). Column 2, Type Homicide would be three homicides (1A) and one Domestic Violence-Related Suicide (1D) for the four victims. For MoUCR reporting purposes, show one incident number for all four victims, with the same offender.

INCIDENT #, TYPE, SITUATION			VICTIM INFO				OFFENDER INFO				WEAPON(S)	RELATIONSHIPS	CIRCUMSTANCES				
1	2	3	4	5	6	7	4	5	6	7	8	9	10	11	12	13	14
123456	1A	D	25	F	W	N	27	M	W	N	12	WI	40	H	N	Y	N
123456	1A	D	3	M	W	N	27	M	W	N	12	SO	40	K	N	N	N
123456	1A	D	30	M	W	N	27	M	W	N	12	OK	45				
123456	1D	A	27	M	W	N	27	M	W	N	12	VO	40	Q	N	N	N

Only the three domestic violence-related homicides will be reported to the FBI since the national program does not consider suicides – must be the willful killing of one human being by another. The wife's lover is shown as a "45 Other Argument" in Block 10 of the Circumstances Section and the remainder of the line is left blank.

Note: In a domestic violence-related suicide where the victim was the offender, Columns 12, 13, and 14 should be completed with "N" for No.

9.7 The National Clandestine Drug Laboratory Seizure Report – DEA 612 Form

Under authority granted in 43.505 RSMo, the Director, Missouri Department of Public Safety has mandated inclusion of the National Clandestine Laboratory Seizure Report in the MoUCR Program report forms package. This report was developed by the El Paso Intelligence Center (EPIC) and is known commonly as the DEA 612 Form. All Missouri law enforcement agencies are required to submit the DEA 612 Form as a result of investigations of clandestine drug laboratories. (See Appendix H.)

Purpose. Information taken from the DEA 612 Form is entered into the National Clandestine Laboratory Seizure Intelligence Database. The statistics in this database are used to determine the allocation of federal funds to assist to law enforcement anti-drug initiatives. Without accurate accounting for all

clandestine drug lab seizures, Missouri may be denying itself the chance to compete equitably for available funding amongst the other states.

Completed forms should be mailed to the Missouri State Highway Patrol's Division of Drug and Crime Control (DDCC) at P.O. Box 568 Jefferson City, MO 65102 or faxed to 573-536-5577 or 1-800-347-7080. Note: The instructions for completing the DEA 612 Form are included with the form. (See Appendix H.) If assistance is needed in completing the form, contact DDCC at 1-800-877-3452.

9.8 Annual Count - Law Enforcement Agency Employee Report

This is an annual, not monthly report. It calls for a simple count of full-time paid employees, both sworn officers and civilians, on the payroll, to include those on leave with pay, as of the 31st of October in each year. It should be completed and forwarded to the MoUCR Program Office in November with the October submission of agency reports. (See Appendix I.) If submitting via the web, this report must be completed in order to successfully submit the October reports.

9.8.1 Reporting Full-Time Law Enforcement Officers. Report all full-time sworn personnel with full arrest powers. Include the sheriff and deputies, constables, marshals, the chief and members of the police force, and other officers whose duties are to enforce and preserve the public peace.

9.8.2 Reporting Full-Time Civilian Employees. Civilian employees counted and reported on this report should include persons such as clerks, radio dispatchers, meter attendants, stenographers, and mechanics provided they are all full-time employees of the agency. Count jail and dispatch staff only if they are full-time employees and their salaries are paid out of the department's law enforcement funds. (If the jailers are paid out of a separate budget for the operation of the jail, do not count them in this report.)

Exclude the following from both categories of this report:

- Police recruits in training.
- Volunteers and persons not paid from law enforcement funds.
- Corrections officers and jailers at state correctional facilities and state prisons.
- Persons performing guard or protection duties, such as school crossing guards, special or reserve officers.

Note: If a small jurisdiction with one or more full-time employees reports offenses on a monthly basis to the MoUCR Program Office through a sponsoring sheriff's office or other larger agency, then the smaller agency's annual officer and civilian employee counts should also be reported by the sponsoring sheriff or chief.

Note: Part-time agencies that report should still complete the form; but indicate zeroes in the fields. This is particularly important for web-based reporting. If you are completing your reports on the web and you do not submit this report, the record will show your October submission as "incomplete".

10.0 Supplemental Report - Domestic Violence Incidents

Currently, the MoUCR Program offers this supplemental report which may be voluntarily submitted by the state's law enforcement agencies.

Background. Section 43.545, RSMo, requests that all incidents of domestic violence be reported, whether or not an arrest is made. The statute defines domestic violence as any dispute arising between the seven groups specified below. For purposes of this report only, a dispute becomes reportable when it crosses the abuse threshold as defined in Section 455.010, RSMo, that is; a pattern of harassment (to include stalking), coercion, assault, sexual assault, battery, or unlawful imprisonment. Responding agencies should select the single, highest number (1 being the highest) for each incident, regardless of the number of persons or potential multiple relationships present during the incident. (See Appendix J.)

1. Total number of incidents between persons who are spouses:
2. Total number of incidents between persons who are former spouses:

3. Total number of incidents between persons who have a child in common regardless of whether or not they have been married or have resided together in the past:
4. Total number of incidents between persons (of any age) related by blood:
5. Total number of incidents between persons (of any age) related by marriage, excluding spouses:
6. Total number of incidents between persons, not married, but presently residing together:
7. Total number of incidents between persons, not married, but who have resided together in the past:
8. Total number of all domestic violence-related disputes (1 through 7):

Example: An officer responds to a reported domestic violence dispute at a private residence. When the officer arrives on the scene he/she finds a husband and wife, along with the husband's brother and sister involved in a heated argument. The husband's wife has several obvious cuts and bruises on her face. The officer determines that the husband's sister assaulted and battered the wife. Score as 1 incident under # 5, incidents between persons related by marriage. If the sister is arrested or summoned, the arrest clearance would be recorded as an assault on the Return A.

Note: This section of the law does not call for the reporting of incidents between persons who are, or who have been in a continuing social relationship of a romantic nature. This phrase is included in the requirements to report domestic violence-related homicides and suicides and the Missouri Domestic Assault statutes. Example: If a boyfriend kills his girlfriend, it would be a domestic violence-related homicide. But, it would not be reported as a domestic violence-related incident based upon the limitations in the seven categories provided in the law.

11.0 Web-Based Reporting

Agencies are encouraged to report electronically to the MoUCR Program Office via the World Wide Web. The rules covered in this manual apply to both paper and web-based reporting. There are however, some intricacies associated with the web-based forms that differ. The Missouri State Highway Patrol's Information Systems Division (MSHP-ISD) has developed a Help Section on the MoUCR web site. Agencies may access the site at:

<http://www.mshp.state.mo.us/ucr/ucrhome.nsf>

Questions on web site or web-based reporting should be addressed to MSHP-ISD Help Desk at: 573-751-2897 or 1-800-877-2897, or via email to the MoUCR Program Office at: ucrrprt@mshp.state.mo.us.

Missouri will eliminate paper forms submission in the future. All agencies are encouraged to report via the Internet. The National Center for Rural Law Enforcement can assist agencies with Internet hook up. Information on this program can be obtained by calling the MoUCR Program Office.

12.0 State Level Law Enforcement Agency and Task Force Reporting – The 603 Report

12.1. Purpose. The purpose of the 603 Report is to provide a tool to collect required crime incident and arrest information developed as a result of enforcement actions taken by state law enforcement agencies and multi-agency, multi-jurisdictional task forces. State law enforcement agencies and task forces may elect to use the 603 Report or internally generated forms that have been approved by the MoUCR Program Office. (See Appendix K.)

12.2. Responsibilities. For those agencies and task forces that use the 603 Report, supervisors in the field (zone sergeant, district supervisor, etc.) should be tasked with completing and forwarding the monthly report. These reports should arrive at the MoUCR Program Office no later than 28 days following the end of the month covered by the report. This deadline stands for all county, municipal, and state agencies with the exception of the Missouri State Highway Patrol and the Missouri Gaming

Commission. Patrol and Gaming reports should arrive at the MoUCR Program Office not later than 10 days following the end of the month covered by the report.

12.3 General Reporting Rule. 603 Reports should only document investigation and clearance activity that took place independent of the participation or lead by the local police, county sheriff, campus DPS or other lead agency. If a state agency or task force is assisting another authority, an agreement should be reached as to which agency will report the crime, clearance, and arrest data to the MoUCR Program. It does not matter which law enforcement agency reports the activity. What matters is that incidents and arrests are reported once and only once and that those crimes be shown in the political subdivision (e.g., city or county) where they took place. The most local, or host law enforcement agency's ORI will be used to pinpoint the location for program reports.

State law enforcement agencies and task forces may, by agreement, report their (independent) activity directly to the most local agency (for where the crime took place) for inclusion in that agency's monthly MoUCR report. If such an arrangement is in place, the 603 Report should show an "O" in Column (4). "O" tells the MoUCR Program Office not to key that particular crime or arrest into the database since it will be included in the most local or host agency's report.

12.4. Specific Reporting Rules for Completion of the 603 Report. In order to conserve space, specific instructions on completing the 603 Report are not included in this manual. Agencies and task forces may request a copy of the form and instructions by contacting the MoUCR Program Office. A copy of the Missouri Department of Conservation's version of the 603 Report is included at Appendix K.

13.0 Hate Crime Reporting.

The collection of hate crime statistics is a voluntary, additional component of uniform crime reporting. Hate crimes are not separate, distinct crimes, but rather traditional (reportable) offenses motivated by the offender's bias. For example, an offender may commit arson because of his/her racial bias against the property owner. At present, all that is required in the MoUCR Program is the reporting of the arson without regard for the motivation of the offender. Departments are however, encouraged by the FBI to participate in this secondary reporting effort. Detailed instructions on classifying and collecting hate crime statistics can be found at the FBI website: <http://www.fbi.gov/ucr/ucr.htm>

Generally, hate crime reporting focuses on the offender's motivation for committing a Part I, Index Crime, plus the Part II offenses of intimidation and property destruction (vandalism). And, unlike summary-based reporting, reporting of hate crimes requires completion of a hate crime incident report on each incident of bias-motivated crime. Individual incidents are then grouped together to become the agency's quarterly hate crime report. (Examples of each form are located at Appendix L to this manual.)

Quarterly hate crime reports should be forwarded to the MoUCR Program Office in April, July, October, and January for the report year. The Program Office will forward all reports to the FBI.

Comments on, and suggestions for improving this manual are encouraged. Please contact the MoUCR Program Office via email, or by calling 573-526-6278 during normal duty hours. Program points of contact are provided at the beginning of this manual.
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Appendix – Program Report Forms

- A. The Return A Report - Monthly Return of Offenses Known to Police**
- B. Supplement to Return A**
- C. Age, Sex and Race of Persons Arrested Report (18 and Older)**
- D. Age, Sex and Race of Persons Arrested Report (Under 18)**
- E. Law Enforcement Officers Killed or Assaulted (LEOKA) Report**
- F. Monthly Return of Arson Offenses Known to Law Enforcement Report**
- G. Supplemental Homicide Report**
- H. El Paso Intelligence Center (EPIC) DEA 612 Form**
- I. Annual Count of Law Enforcement Employees Report**
- J. Supplemental Report – Domestic Violence Incidents**
- K. State Law Enforcement Agency and Task Force 603 Report**
- L. Hate Crime Report Forms**